**Bombay Natural History Society (BNHS)**

1. **Position** : HR Executive
2. **Nature of Employment** : One-year contract (Extendable)
3. **Qualification :** Graduate in any discipline from a recognized University
4. **Experience :** 2+ years of Experience in HR Department of any reputed firm/NGO

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| 1. **Knowledge & Skills** : | * Excellent communication, presentation skills, inter-personnel, Negotiations, Time management, Planning and execution, Ability to work on own initiative. * IT skills, including a working knowledge of Microsoft Office Word, Excel, and PowerPoint. Proficiency in HRMTHREAD and working knowledge of HRMS software. |

1. **Salary** : Up to Rs. 40K per month
2. **Age** : up to 35 years
3. **Job Responsibilities:**
4. Manpower planning, recruitment and talent deployment based on Project requirements.
5. Joining & Exit formalities including;
   1. Entering the Employee details in the Employee package and maintaining the employee’s attendance record in the Employee package.
   2. Issuing Employee’s Identity Card and documents related to the appointment.
   3. Entering information about the new employee in the Employer’s Provident Fund portal, generating UAN Numbers & KYC, if applicable.
   4. Dealing cases of Employees Exits as per procedure
6. Maintain Employees’ Salaries in HR Payroll Software.
7. Coordinating with the Accounts Department for monthly salary processing on agreed date.
8. Keeping track of extension of contract/professional contract of employees and related work of approval and issuing extension letters.
9. File maintenance and office records as per procedure
10. Liaising with different departments and field staff and Dealing with employee disciplinary matters
11. Other HR-related work such as preparing KPAs, monitoring staff progress through Performance Assessment, Increment exercise and salary fitment, etc.
12. Other work as assigned from time to time

**8 General Instructions:**

1. Interested candidates can send their application via email with a detailed CV by 07th January 2024 to HR Dept. Bombay Natural History Society, Hornbill House, Shaheed Bhagat Singh Road, Opp. Lion Gate, Mumbai – 400001 Tel. 22821811.

**Email: cv.**[**hr@bnhs.org**](mailto:hr@bnhs.org)

**Note that you need to fill out the application form, for which the link is given below. Without filling out the application form the CV won’t be considered.**

**Link for google application form:-**

https://docs.google.com/forms/d/e/1FAIpQLSdij1UIoNLC7Dbmw9QDVtt1N\_\_O4oAcsHdWl38Qd\_b6uu\_JjQ/viewform

2. BNHS reserves the right to reject any candidature in view of incomplete information provided by the candidate or for any other reason thereof.