Opportunity with Dakshin Foundation

Position: HR and Admin Assistant

Number of vacancies: One

Duration: Long-term position with a 6 months probationary period

Position details: The role of the HR and Admin Assistant is pivotal in ensuring the smooth and effective operation of the organization. This individual plays a crucial part in maintaining the overall efficiency, productivity, and harmony within the workplace. By overseeing a range of administrative tasks and providing essential support to the team, the HR and Admin Assistant directly contributes to the success of the organization's goals and objectives.

Chief responsibilities:

The primary responsibilities of this position will include but not be limited to:

1. Maintain and execute all employee HR related records such as contracts, attendance register etc.
2. Help with coordinating the process of recruiting new staff
3. Coordinate employee joining and exit formalities and staff appraisals
4. Assist with administration and maintainance of Bangalore office and field station including maintaining rental agreements, assist with postage and printing requirements, procure office supplies, oversee housekeeping staff etc.
5. Maintain Fixed Assets registers and ensure upkeep of the assets.
6. Assist the Trustees, Director and Programme Heads in organizing meetings, reimbursing expenses etc. and other requirements including tracking the Institutional calendar.

Candidates must possess the following basic qualifications/skills:

1. Bachelor's degree or equivalent experience
2. 2-6 years of experience in managing multiple priorities, including administrative coordination and HR
3. Well-organized, detail-oriented with excellent follow-up skills
4. Good written and verbal communication skills in English
5. Strong computer skills, with familiarity in using Microsoft office, google work space etc.

Remuneration: Salary will be commensurate with qualifications and work, in line with our internal policy. Candidates shortlisted for the interview will be given further details on the salary ranges to review.

How to apply: Please fill this application form in order to apply for these positions.
Note - This job is only for Indian nationals.

Last date to apply: 31st August 2023. The position will be filled as soon as a suitable candidate is identified; therefore, interested individuals are requested to apply immediately.

About us: Dakshin Foundation is a non-profit, non-governmental organisation based at Bangalore, India, with a mission to inform and advocate conservation and natural resource management, while promoting and supporting sustainable livelihoods, social development and environmental justice. Please look at our website to learn about our intervention and research projects at www.dakshin.org.