Job Responsibilities

1. Assisting in the Manpower Outsourcing project by preparing and regularly updating the data requirements, helping in the migration phase and in the go live by supporting with various activities to meet the project timelines.
2. Adherence to established processes of Non-Permanent Workers and tracking their performance evaluations on a monthly basis.
3. Tracking the contracts due for renewal for Hourly Paid teachers and initiating the approvals and being responsible for the data for them.
4. Providing support to the launch of HRIS project.
5. Tracking and updating the medical insurance data for new joiners, leavers, new additions etc. and coordination with the vendor for queries, dashboards, escalations etc. and also with the policy renewal.
6. Maintaining the data for periodical medical checks undertaken by all staff on a monthly basis and keeping track of the cost incurred.
7. Preparation and tracking the data for the new joiners, leavers, movement cases etc. for the monthly data for DNATA portal.
8. Handling and driving the HR audit for the personnel files and for the documents uploaded on the E-HRM for completion up to desired levels for all India and presenting the monthly audit reports.
9. Supporting in the preparation and dispatch of annual salary certificates by checking the data, preparation of letters, checking, sign off, handling queries etc.
10. Assisting in payroll related activities on a monthly basis.
11. Maintaining coordination within the HR team for various data and reports etc.
12. Helping in driving the compliance related activities of the HR department.
13. Creation of dashboards and success stories for the HR initiatives being taken related to compliances.
14. Managing the annual PF and SAF statements distribution
15. Managing the All India Gifts and Hospitality declarations and tracker of positive declarations.
16. Supporting the various projects of HR like Library Transformation Project.
17. Other activities as and when required.