

Startup Incubation & Innovation Centre, IIT Kanpur

Job Title	Assistant Manager (Human Resource)		
Job Code	SIIC-HR-AM		
Reports to	Manager	Location	Kanpur (Uttar Pradesh)
Responsibilities	• Manage HR Process including Talent Acquisition within TAT and Employee life cycle management • Payroll and leave management • Designing and implementing the overall recruiting strategy. • Sourcing and attracting candidates by using databases, social media etc. • Ensure smooth on boarding experience for new joiners. • Analyse employee related data and take corrective actions for employee retention. • Generating official internal documents. • Maintaining physical and digital files for employees and their documents, benefits and attendance records. • Manage the induction process and coordinate the training process. • Lead and support other activities as assigned.		
Eligibility	• Master's Degree in human resources, business administration, or a related field • 2 years of relevant work experience		
Desirable	• Knowledge of administrative tasks and responsibilities • Strong communication skills • Logical and analytical thinking skills • Problem-solving skills. • Leadership and coaching skills. • Proficiency in Microsoft Office.		
Travel	<i>As and when required, across the country for project monitoring and execution as well as for coordination with geographically distributed teams.</i>		
Communication	Apply now: https://forms.gle/pfYKsKjimmuLdyrp7 Note: Without job code applications won't be accepted		