

Startup Incubation & Innovation Centre, IIT Kanpur

Job Title	Young Professional Program Fellow		
Job Code	SIIC-HR-YPP		
Reports to	Manager/Sr. Manager	Location	Kanpur (Uttar Pradesh)
Responsibilities	• Ensure smooth onboarding experience for new joiners. • Maintaining physical and digital files for employees and their documents, benefits, and attendance record. • Generating official internal documents such as offer letters, appointment letters, and other required letters. • Assisting departments with their recruitment needs. • Lead/ Support a broad range of HR processes, such as defining requirements, setting priorities, reviewing solutions, providing planning input, and communicating to business leadership. • Provide general project execution support across projects and activities. • Travel, as and when required, for project execution and monitoring as well as for coordination with geographically distributed teams • Lead and support other activities as assigned.		
Eligibility	• Master's Degree in human resources, business administration, or a related field		
Desirable	• Knowledge of administrative tasks and responsibilities • 1 year of experience in human resources. • Strong communication skills • Logical and analytical thinking skills • Problem-solving skills. • Proficiency in Microsoft Office (Microsoft Excel, Microsoft Outlook).		
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		