

Startup Incubation & Innovation Centre, IIT Kanpur

Invites applications for “Human Resource Manager”

Job Title	HR Manager		
Job Code	SIIC-HR-Mg	Position	01
Reports to	COO	Location	Kanpur
Responsibilities	<ul style="list-style-type: none">• Manage HR Process including and not limited to Talent Acquisition & Management, Capability Development, and Employee life cycle management, other related tasks such as payroll and leave management.• Accountable for driving consistent, standardized, effective service delivery and to improve the end-to-end HR delivery processes• 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• Documentation on projects, MIS on organizational performance, and supporting other similar processes.• 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	<ul style="list-style-type: none">• Master’s degree in human resources, business administration, or a related field• 5-10 years of experience in human resources.• Experience with HRMS/HRIS systems• Proficiency in Microsoft Office (Microsoft Excel, Microsoft Outlook)		
Desirable	<ul style="list-style-type: none">• Knowledge of administrative tasks and responsibilities• Strong communication skills• Logical and analytical thinking skills• Problem-solving skills.• Leadership and coaching skills.		
Travel	<ul style="list-style-type: none">• As and when required, across the country for project monitoring and execution as well as for coordination with geographically distributed teams.		
Communication	<p>Apply now: https://forms.gle/pfYKsKjimmuLdyrp7</p> <p>Note: Applications/Resumes sent to any other mail id shall not be accepted.</p>		