

Job Title: Deputy Manager/Manager – HR Operations**Reports to:** Senior Director, Human Resources**Location:** Ashoka University Campus, Sonipat**Experience (in years):** 5-7 years of relevant experience**Nature of work:** Full Time**About Ashoka University:**

10 years ago, we embarked on a journey to establish a world-class, multi-disciplinary, liberal arts and sciences university in India. Built on the finest global best practices of institution and university governance, Ashoka has truly transformed Indian higher education in India with its unique pedagogy, governance and best practices.

Ashoka is today India's #1 liberal arts and sciences university that is home to the most diverse student body, a hub for impactful research and a magnet for best-in-class faculty and staff.

Ashoka has been ranked in the top five among private Universities in India by QS Asia and has also secured top rank among all Indian Universities in the 'International Faculty' indicator. The University was earlier awarded Diamond rating by QS I.GAUGE as a recognition of its continuous focus on academic rigour, inter-disciplinary pedagogy, world-class faculty, academic research, innovative modules of engagement with the community and teaching methods. For further information, visit www.ashoka.edu.in.

We aim to co-create a nurturing space for our students, faculty, staff, donors and community positively through universal values:

- **Be Mission-Driven**
- **Think Strategically**
- **Act Authentically**
- **Take Accountability**
- **Build Collaboration**
- **Deliver Excellence**

Role and Responsibilities:

- **HR Data Management:**

Managing and maintaining accurate employee data, including personal information, employment history, benefits enrollment, performance reviews, and training records. Ensuring data integrity, confidentiality, and compliance with data protection regulations.

- **Payroll and Benefits Administration:**

Assisting with payroll processing, including data input, calculations, and ensuring accurate and timely payments to employees. Coordinating with external payroll providers or internal finance teams to reconcile payroll discrepancies. Supporting benefits administration, such as enrollment, changes, and employee inquiries.

- **HR Documentation and Compliance**

Managing HR transactions, such as employee status changes, promotions, transfers, and terminations. Preparing and maintaining documentation related to employee actions and employment.

- Coordinating the onboarding process for new hires, including preparing offer letters, conducting background checks, facilitating orientation sessions, and ensuring completion of necessary paperwork. Managing the offboarding process for departing employees, and processing necessary paperwork
- Ensuring compliance with labor laws, regulations, and university policies. Assisting in HR audits and implementing corrective actions as needed.

- **Reporting and Analytics:**

Generating HR reports and analytics on various HR metrics, such as headcount, turnover, time and attendance, training completion, and diversity. Providing insights and recommendations based on data analysis to support HR decision-making and strategic initiatives.

- **Employee Queries and Support:**

Serving as a point of contact for employees regarding HR-related inquiries, and system support. Providing guidance and assistance to employees on HR processes, benefits, leaves, and other HR programs

Eligibility:

- Graduate or a Masters with minimum 5 years of experience
- Relevant experience of working and managing large scale HR Operations would be required
- Exposure to HRMS would be added benefit
- Working knowledge of labor laws and compliances would be required
- Excellent proficiency on Excel and other MS office tools is an must

Competencies

- Driven and Self-Motivated
- Committed and Hardworking
- Displays professional maturity and maintains confidentiality

Application Submission Process

Please submit an updated CV at connect.hr@ashoka.edu.in/, with the subject line –

<Job Title Name_Applicant Name>

Kindly ensure that the application includes the last compensation received, expected salary, and notice period. Only shortlisted candidates will be contacted. Last date of application would be June 10th 2023

Ashoka is an equal opportunities employer. Remuneration will be competitive with Indian non-profit pay scales and will depend upon the candidate's experience levels and the overall organization's salary structure.