

Job Description

POSITION	HR & Admin Associate, USA
SCOPE OF FUNCTION	Manage HR & Admin Operations for US Office
Location	Houston, Texas, USA
Designation	HR & Admin Associate
Reporting Manager	Senior General Manger – HR + Head Corporate Functions

SUMMARY AND RESPONSIBILITIES:

Job Summary

Position will effectively deploy HR & Admin workplace practices while ensuring Legal compliance at location within the scope.

Duties and Responsibilities

Core HR responsibilities: (Candidate will be required to allocate 70%-80% of time to these roles and responsibilities)

- Responsible for driving end to end recruitment process -
 - Pre-hiring & post-hiring activities: Organization chart creation, job descriptions, posting of jobs, initial screening of candidates, interview scheduling, salary negotiation, offer, and on-boarding.
 - Online search / agency search: Through LinkedIn, Online Job portals, contracted agencies basis the approved manpower plan submitted by the business heads.
 - Onboard new employees, facilitate documentation necessary for payroll requirements, share policy documents, etc.
 - Prepare HR documents such as offer letters, employment contracts, internal communications such as joining announcements.
- Data management, performance monitoring & payroll:
 - Maintain physical/digital employee records like employment contracts, PTO contracts, appraisals, amendments to existing contracts, etc.
 - Work with the payroll agency for Payroll administration, payroll execution on a bi-weekly basis to ensure smooth operations.
 - Responsible for implementing and completion of performance management system (PMS) for all employees on yearly/quarterly basis as decided by the management.
- Design and conduct activities that help in driving common vision and culture building across the organization
- Identify and design learning and development module charts for each employee in consultation with the employees and the reporting managers.
- Be the single point of contact for staff and managers in finding resolution to day-to-day tasks, policies and processes related to HR and Administration.
- Prepare MIS reports on a periodic basis and share/present the findings to the management.
- Prepare HR Budget in consultation with Business Heads

Admin activities: (Candidate will be required to allocate 20% - 30% of time to these roles and responsibilities)

- Office in-charge for all admin activities including facility management at the office location, ensuring basic requirements such as workstations, seating arrangements, business card requirements, internet connectivity, electricity, for staff and visitors.
- Ensure requirements such as availability of meeting rooms, meals if required, for visitors at office location.
- Work with IT and local vendors to ensure all hardware and equipment are in full working order as per the company policies.
- Responsible for working with the IT team for procurement/allocation of laptops, email configurations, laptop set-up for all new employees in line with the IT policy of the Company.
- Track office supplies stock and place orders, when necessary, couriers, mail and paperwork management.

Knowledge, Skills and Abilities

- 3-4 years of work experience as an HR & Admin Officer, HR Administrative Assistant or similar role.
- Knowledge of labor/employment laws of federal and state.
- Familiarity with Human Resources Management Systems (HRMS).
- Experience using computer applications like word, excel, and PowerPoint.
- Good verbal and written communication skills.
- Degree/Graduation/Equivalent certification in Human Resources Management.
- Smart, structured & detailed oriented
- Self driven individual with eagerness to learn & grow
- Amiable & easy to approach / good people skills