



Associate – Human Resources

Join the team that shapes thousands of young careers including your own!

Antarang Foundation is a 5 year old organization that builds key employability skills and works with the most vulnerable communities to send students in pursuit of their dreams. Our students are filmmakers, podcast specialists, fitness trainers and study in colleges from Bhandup to Boston.

Through two structured programs Antarang guides students on career choice, trains them in core employability skills and connects them to employment opportunities of their choice. Over the past 5 years, Antarang has worked with over 25000 youth across Mumbai.

We are now at the cusp of scaling our proven models and are looking for driven, high energy and committed candidates who can shepherd us to scale.

Position - Associate Human Resources

Reports to - Manager Human Resources

The main responsibilities entail:

1. **Recruitment:** Identify recruitment gaps and filling in the vacancies through various sources. Coordinating and ensuring smooth execution of the entire recruitment process
2. **Strategy:** Assist in developing, implementing and monitor overall HR strategies, systems, procedures and initiatives aligned with the overall organization strategy.
3. **Rewards and Recognition:** Managing the execution of the R&R process for all employees and interns.
4. **Employee Development:** Working along with the Manager to execute various development and retention strategies for the employees
5. **Administration:** Draft and manage letters of appointment, performance and other contractual documentation. Ensure that all HR related compliance procedures, policies and processes are developed and updated at regular intervals.

Profile Requisites:

- Graduate – preferably with specialization in HR
- Excellent communication: Fluency in English and Hindi is mandatory
- Previous recruitment experience will be an added advantage
- Passionate about working in and working for low income communities.
- Good analytical and conflict resolution skills and a collaborative nature.

If being an **INFLUENCER** excites you, kindly write in to us at the earliest at careers@antarangfoundation.org with your recent bio data with the subject line '**Associate Human Resources**'