

HR & Admin Executive

The Red Dot Foundation Group works at the intersection of gender, technology, communications, data and urban planning and Safecity is its flagship program.

Safecity is a platform that crowdsources personal stories of sexual harassment and abuse in public spaces. This data which may be anonymous, gets aggregated as hot spots on a map indicating trends at a local level. The idea is to make this data useful for individuals, local communities and local administration to identify factors that cause behaviour that leads to violence and work on strategies for solutions.

Since our launch on 26 Dec 2012 we have collected over 40000 reports from all over India, Kenya, Nepal and other countries.

Job Title:	HR & Admin executive
Type of Employment:	Full-time
Report to:	Chief Operating Officer
Working environment:	<ul style="list-style-type: none"> ● Mumbai based ● Hybrid working ● This position may involve some weekend work. Time in lieu is tracked/granted for work undertaken on weekends with prior approval from the reporting manager.
Qualifications:	<ul style="list-style-type: none"> ● Graduate in any discipline. Education background or lived experience in a business administration or HR field is an asset. ● Ability to communicate effectively in verbal and written formats ● Flexibility and willingness to undertake a variety of tasks. ● Ability to prioritize and manage multiple deliverables under tight deadlines. ● Excellent team player who displays high standards of professional behavior and ethical standards.
Date of joining	Mid October

Key Responsibilities:

HR

- Drafting Job descriptions
 - Sourcing, Profiling and scheduling interviews (interns / volunteers)
- Advertising vacancies
 - Scheduling interviews for Interns, Volunteers and employees
 - Preparing and sending out offer letters, experience letters, NDA's to interns, volunteers and employees
 - Conduct the induction and orientation for new employees
 - Managing and keeping records of employee's leaves/time sheets/ KRA'S

Administration

- Organize and schedule meetings and events
- Manage the CEO and Founder's calendars
- Maintain employee records
- Keep records and reports up to date.
- Manage zoom bookings
- Arranging the board meetings
- Organize meetings, travels and accommodations for employees
- Help employees with their administrative queries
- Scheduling quarterly and yearly reviews
- Taking minutes of the meetings

Payroll

- Checking the vouchers sent from employees for reimbursements
- Suggest pay and compensation structures
- Physical review on the 25 of every month to deposit employee paychecks -
Deposit employee reimbursements and vendor payment checks

Sound like you? Here's how to apply:

Send your resume to hr@reddotfoundation.org by Oct 07, 2022, at 23:59 hrs IST. Late applications will not be accepted. Only candidates selected for an interview will be contacted.

For more information about the organization and our work, please visit our [website](#).