

Assistant Manager – HR Operations

Position	<b>Assistant Manager - HR Operations</b>
Location	Delhi
Reporting to	VP-HR
Apply to	Candidates interested in the position are requested to email their updated CV on <a href="mailto:careers@ipeglobal.com">careers@ipeglobal.com</a> along with name of the position clearly mentioned in the subject line.
About IPE Global	<p><b>IPE Global Private Limited</b> is a leading development sector consulting firm offering services in *Health, *Urban Infrastructure Development, *Policy, *PPP,*Government and Public Sector (GAPS), *Education, *Rural Development and *Environment and Climate Change areas.</p> <p><b>IPE Global Private Limited</b> is an ISO 9001:2008 certified development sector consultancy organisation, promoted by established practitioners and sector experts. Over the last fourteen years, IPE has successfully implemented over 500 projects in 31 countries working with several government agencies, international donor agencies and private firms making it a leading development sector consultancy organisation in South Asia. With offices across India, Kenya, Ethiopia, Bangladesh and United Kingdom, IPE brings with it a rare mix of international and regional expertise. It has a multi-disciplinary team of experts who have substantial relevant experience and knowledge of ground level realities, problems and issues in the different parts of the world. IPE has over 800 full time professional staff and a resource pool of more than 1000 consultants covering a wide range of multi-disciplinary practices. IPE not only brings in the specific expertise in the related fields, but also offers a culmination of best practices and extensive experience in diverse areas of development sector management consulting services. For more details, please visit <a href="http://www.ipeglobal.com">www.ipeglobal.com</a></p>
Skill Set and Job Description	<ul style="list-style-type: none"> <li>• Research, implement and administer all HR operations related policies</li> <li>• Maintain in depth knowledge of legal requirements related to HR, reducing legal risks and ensuring regulatory compliance</li> <li>• Run and administer payroll processes</li> <li>• Responsible for HRIS smooth running, reviewing and recommending add on features/functionality</li> <li>• Handling employee life cycle including joining, orientation and exits</li> <li>• Delivery of all types of employment contracts as per SLAs</li> <li>• Strong co-ordination with external vendors (HRIS, Insurance)</li> <li>• Strong co-ordination with departments specially Finance, Administration and IT</li> <li>• Ensure complete documentation at all stages and compliance of all SOPs</li> <li>• Managing the MIS, dashboards and all other related reports</li> <li>• Participating in Internal and External Audit</li> <li>• Issuing all types of letters or supervising the team members</li> <li>• Regular monitoring of HRIS and ERP systems</li> <li>• Internal co-ordination with HR Business partners</li> </ul>
Qualification & Experience Requirements	<ul style="list-style-type: none"> <li>• Full time Post-Graduate degree in Human Resources with 4 - 5 years of relevant experience</li> <li>• Ability to prioritize and manage multiple tasks, while remaining proactive and flexible in style</li> <li>• Ability to work collaboratively and develop strong partnerships with clients and HR colleagues</li> <li>• Ability to deal effectively with all levels of staff and management</li> <li>• Excellent communication skills: able to clearly communicate complex information verbally and in writing</li> </ul>

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Essential Skills	<ul style="list-style-type: none"> <li>• Excellent skills in Excel, Powerpoint and Word, and self-reliance in developing and formatting documents</li> <li>• Team Management</li> <li>• Understanding of all statutory compliances and registration acts</li> <li>• Capable of taking initiatives on their own with minimum level of supervision</li> <li>• Result oriented approach to work</li> <li>• Strong written, verbal, presentation &amp; persuasion skills required</li> <li>• Open to working in multi-cultural environments and effectively in small and large teams.</li> </ul>
<p>IPE Global is committed to using fair, objective and positive employment practices to promote equal opportunities and diversity in employment, ensuring that all employees including potential employees, are treated fairly, consistently and with respect, before, during and after, their employment. We seek to create an environment that is representative of, and responsive to, different groups.</p> <p><b>Only shortlisted candidates will be contacted.</b></p>	