

Assistant Manager - Human Resources

About the Role:

- The role is focused on delivering efficient, day-to-day HR operations at the campus level, supporting recruitment, onboarding, and employee lifecycle processes for both academic and administrative staff.
- The position involves maintaining accurate employee data, managing attendance, leave, and payroll coordination, while supporting performance appraisal cycles and data collection.
- The person will ensure compliance with institutional HR policies, supports audit readiness, and organizes faculty induction, development programs, and employee engagement initiatives.
- Serving as the first point of contact for HR-related queries, the person also works closely with the central HR team to ensure smooth communication and timely resolution of issues.

Key Responsibilities:

- Execute recruitment and onboarding processes for faculty and administrative roles as per campus needs
- Maintain updated employee records including personal details, employment history, and contract renewals
- Track and manage employee attendance, leave balances, and submit accurate payroll inputs in coordination with central HR
- Support the implementation of performance appraisal systems, collect relevant performance data, and maintain documentation
- Ensure compliance with institutional HR policies and assist during internal and external audits
- Organize faculty and staff development programs, inductions, and on-campus engagement events
- Act as the first point of contact for employee queries and grievances, escalating to Head-HR when required
- Assist with documentation for exits, final settlements, and retirements

Eligibility:

- Graduate/Postgraduate in HR or related field with minimum 4 years of HR generalist experience
- Familiarity with HR operations, recruitment practices, and payroll processes
- Working knowledge of MS Excel and HR systems
- Strong communication, organizational, and problem-solving skills
- Prior experience in an academic or multi-campus setup is an advantage

Key Performance Indicators (KPIs):

- Timely completion of recruitment and onboarding processes
- Accuracy of payroll inputs and leave records
- Compliance with HR documentation and audit readiness
- Employee engagement and resolution rate of queries

Salary: *We offer competitive salary that reflects current industry standards and candidate's experience.*

Apply: Mail your CV at career@imibh.edu.in mentioning the post applied for in the subject line. The last date for application is 15th June 2025