

AROH Foundation, an ISO Certified organization of national repute working towards social upliftment in multiple sectors like education, livelihood, health and sanitation, etc., seeks dynamic and motivated professionals with relevant experience.

**Position:** Human Resource Manager

**Location:** Noida

**Compensation:** up to 45K

**Joining:** Should be able to join within a week's time upon selection

**Duties & Responsibilities**

- Employee Management
- Recruitment
- Attendance, Leave, Payroll processing and Management
- Induction, Joining and personal file maintenance
- PF/ESI Management
- Manage exit of employees
- Fulfill employees' document requirements
- Content development
- Support Project head in implementation of projects in terms of HR
- Support Business development team in applying for new project
- Management of AGM/GBM
- Analyse tender and apply for related CSR/Skill projects
- Proposal writing
- Liasoning with funding agencies and concerned authorities
- Responsible to bring new projects

**Minimum Qualification, knowledge and experience:**

BSW/MSW/MBA(Human Resource) with 8-10 years' experience in a similar position in a reputed NGO/organization.

Excellent skills in employee engagement and recruitment

Good knowledge of computer applications and MIS management

**Essentials:** Smart Phone and Laptop

**Interested candidates can submit their CV mentioning the location, current salary, expected salary and notice period at [hr@aroh.in](mailto:hr@aroh.in)**