



Job Description – Program Manager: Human Resources

Designation: Program Manager: Human Resources

Start Date: Immediate

Location: Bengaluru, Karnataka

About the Job

Job Description

Can you use your HR expertise to build a strong, efficient team supporting wildlife conservation efforts in India? In this role, you will be managing Human Resource Responsibilities to ensure effective people management for the Centre for Wildlife Studies.

Key Responsibilities

1. Maintaining physical and digital personnel records.
2. Work closely with different departments for HR processes
3. Work closely with Admin and Finance team for related tasks.
4. Communicate regularly with staff to address queries and liaise with senior management as needed.
5. Develop, maintain, and deliver onboarding and training materials.
6. Collect and organize payroll data
7. Manage end-to-end recruitment and selection processes with the hiring team
8. Personnel Management
9. Prepare HR-related reports, dashboards, and presentations for management review.
10. Manage relationships and negotiate with vendors for HR and organizational requirements.
11. Contribute to and support workplace policies
12. Plan and coordinate employee training and development programs to enhance skills and performance
13. Oversee the Administrative team coordination

Required Skills

1. Excellent analytical thinking and communication skills.
2. Minimum 5 years of work experience in Managing HR and Admin Functions.
3. MBA -HR or equivalent educational qualification.
4. Proficiency in MS Word, Excel, PowerPoint, GoogleDrive, Slack and Asana.
5. Understanding of HRIS systems and ERP systems

Application Process

1. Letter of Intent (1 - 2 pages), describing personal interest and experience
2. Resume/CV with relevant work experience
3. References (minimum of 3 with contact details)

To apply, please click [here](#).

