

Startup Incubation & Innovation Centre, IIT Kanpur

Invites applications for “YPP Fellow/ Executive (HR)”

Job Title	YPP/ Executive HR		
Job Code	SIIC-HR-YPP/EXE		
Reports to	Manager/	Location	Kanpur (Uttar Pradesh)
Responsibilities	<ul style="list-style-type: none">• Manage HR processes including Talent Acquisition within defined TAT and complete Employee Life Cycle Management.• Handle HR operations including leave management and employee records.• Design and implement effective recruitment strategies.• Source and attract candidates through databases, job portals, social media, and professional networks.• Ensure a smooth onboarding experience for new employees.• Analyse employee-related data and suggest corrective actions for employee retention.• Generate and maintain official internal HR documents.• Maintain physical and digital employee records including attendance, benefits, and documentation.• Coordinate induction and employee training activities.• Lead and support additional HR and administrative activities as assigned.• Coordinate day-to-day office administration activities and ensure smooth office operations.• Manage office assets, inventory, stationery, and vendor coordination.		
Eligibility	<ul style="list-style-type: none">• Master’s Degree in human resources, business administration, or a related field• 0-1 years of experience in human resources.		
Desirable	<ul style="list-style-type: none">• Knowledge of administrative tasks and responsibilities• Strong communication skills• Logical and analytical thinking skills• Problem-solving skills.• Proficiency in Microsoft Office.		
Travel	As and when required, across the country for project monitoring and execution as well as for coordination with geographically distributed teams.		
Communication	<p>Apply now: https://forms.gle/pfYKsKjimmuLdyrp7</p> <p>Note: Without job code applications won’t be accepted</p>		