

JOB DESCRIPTION

Job Title Associate/Senior Associate - HR	Department Human Resources
Reporting to Senior Manager - HR	Experience eligibility: 3+ years

About us

DKMS Asia Private Limited is a service provider for DKMS entities in and outside of India. The organization will be responsible for Marketing and Communication activities: raising awareness, educating and informing the public about the “cause” through online and offline mediums (advertisements in mass media such as print, radio, television, outdoor, etc.) in order to register potential donors (who will be registered at DKMS India). DKMS Asia will also provide Shared Services (HR/Finance/IT/Administration).

Mission: To give as many blood cancer and blood disorder patients as possible, a second chance at life.

Working Hours: 9:30 am to 6:15 pm (Monday – Friday)

Position Summary**KEY RESPONSIBILITIES****Administrative Support & Record Keeping**

- Assist with day-to-day operations of the HR functions and duties while providing administrative support.
- Coordinate HR projects (meetings, training, surveys, etc.) and take minutes.
- Assist in payroll preparation by providing relevant data (attendance, earnings/deductions, leaves, etc.).
- Compile and update employee records (hard and soft copies).
- Ensure accurate and complete records are maintained and making sure probation periods and other key events are appropriately signed off.
- Ensure HRMS is up to date with complete & correct information.
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations, etc.).
- Deal with employee requests regarding human resources issues, rules, and regulations.
- Contribute to the development and maintenance of efficient and effective HR administrative procedures.

Employee Relations and Support

- Provide first line HR support to employees and line managers on matters of pay, leave, absence, and other key administrative related activities.
- Properly handle complaints and grievance procedures.
- Attend to employee queries promptly and coordinate thereafter.
- Conduct and facilitate employee engagement activities.
- Maintain employee confidence and protects operations by keeping human resource information confidential.

Recruitment and Onboarding



WE DELETE BLOOD CANCER

- Provide administrative support for Recruitment including sourcing profiles, interview schedules, references, offers, acceptance, and rejections.
- Prepare offer letters/appointment letters and other required letters.
- Conduct interviews with respective HOD's.
- Conduct onboarding and induction for newly hired employees.

Compliance and Legal

- Maintain statutory registers.
- Ensure compliance is met on time and is documented accordingly. Stay up-to-date of current labour laws, regulations, and compliance requirements at the national, state, and local levels, particularly in Bangalore, India.
- Interpret and communicate labour laws and regulatory changes to relevant stakeholders within the organization, including management, HR team members, and employees.

Performance Management

- Help implement and manage the Performance Management System (PMS) software.
- Help generate reports and analyse performance data to identify trends, areas of improvement, and opportunities for talent development and succession planning.

Training & Development

- Develop and coordinate training programs.
- Evaluate training effectiveness.
- Support career development initiatives.

KEY SKILLS

- Understanding of general human resources policies and procedures
- Excellent communication and people skills
- Aptitude in problem-solving
- Familiarity with HRMS, and proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Knowledge of labour laws, regulations, and compliance requirements relevant to the India, particularly in Bangalore.
- Ability to assist in coordinating training programs, tracking attendance, and evaluating the effectiveness of employee development initiatives.
- Familiarity with performance management software is preferred.
- Eagerness to stay updated on industry trends, best practices, and emerging technologies in the field of human resources.
- Desire to work as a team with a result-driven approach

Qualifications:

Bachelor's degree in Human Resources, Business Administration, Law, or related field, with at least 3 years of relevant experience.

Previous experience in HR roles, or related fields with familiarity in labor laws, regulations, and compliance requirements, and Performance Management System is preferred.

Additional certifications in HR or compliance preferred.