



About the Organization:

Sol's ARC is a registered NGO that has been working in the space of inclusion for the past 20 years. We work with the most marginalised group of individuals, those who have disabilities, mental illness, critical illness or are violence-affected to ensure they have equitable access to education and economic opportunities. Through a lifespan approach, we work towards our vision- Every Child Learns, Every Adult Earns.

From working directly with individuals on margins to then partnering with some of India's leading NGOs like Educate Girls, Teach for India etc., we now work at a systemic level through our partnerships with four state Governments, Madhya Pradesh, Meghalaya, Uttar Pradesh and Tamil Nadu. Our growth over the last 6 years has helped us grow from a few thousand individuals to now a reach of over 4 million beneficiaries.

Vision: Every Child Learns, Every Adult Earns

Mission: To create a scalable replicable model to reach every last child and adult.

Values:

- 1) Innovate to include
- 2) Bringing joy to all we do
- 3) Commit to excellence

Why Join Us:

Career Progression: We offer opportunities for professional growth and development, allowing you to advance your career while making a meaningful impact in the field of inclusive solutions.

Diverse Workforce: You will have the opportunity to work with a diverse group of passionate individuals who share a common goal of promoting inclusive education and creating positive change. We encourage candidates of all abilities to be a part of our team, as we are committed to fostering an inclusive and accessible workplace for all.

Collaborative Environment: We foster a collaborative work culture where teamwork, open communication, and shared ideas are valued, ensuring a supportive and engaging work environment.

Job title: Human Resource Generalist
Location: Mumbai
Team: Human Resources
Reports To: Associate HR Manager

Role purpose: The HR Generalist will play a key role in supporting the HR team in a variety of functions including recruitment, employee relations, performance management, compliance, and HR administration. This position will ensure that HR processes are efficiently executed and align with company policies and legal standards, contributing to a positive and productive workplace environment.

Key Responsibilities	Deliverable Outcomes
Recruitment & Onboarding:	<ul style="list-style-type: none"> ● Coordinate the recruitment process, including job postings, resume screening, interview scheduling, and candidate communication. ● Assist in the onboarding process by ensuring a smooth transition for new hires, conducting employee orientation, and preparing onboarding materials. ● Maintain accurate recruitment and onboarding records.
HR Operations:	<ul style="list-style-type: none"> ● Support the execution of day-to-day HR operations, such as employee onboarding, offboarding, attendance tracking, and benefits administration. ● Maintain and update employee records, ensuring accuracy and compliance with organisational policies and legal requirements. ● Assist in maintaining HR systems and generating reports for tracking employee information and key HR metrics.
Performance Management:	<ul style="list-style-type: none"> ● Assist in the performance management cycle by tracking review dates, sending reminders, and maintaining performance documentation. ● Support the Associate HR Manager in implementing performance improvement plans and gathering employee feedback.
Compliance & Documentation:	<ul style="list-style-type: none"> ● Ensure HR trackers are updated. ● Support internal audits of HR records and documents to ensure compliance and accuracy. ● Maintain up-to-date documentation for HR processes and procedures, including SOPs.
Employee Relations & Engagement:	<ul style="list-style-type: none"> ● Assist in organising employee engagement activities, events, and initiatives to promote a positive workplace culture. ● Address routine employee issues, escalating more complex matters to the Associate HR Manager when necessary.
Training & Development:	<ul style="list-style-type: none"> ● Assist in coordinating training programs, ensuring that employees receive necessary learning and development opportunities. ● Maintain records of completed training and assist in tracking employee development plans.
Process Improvement:	<ul style="list-style-type: none"> ● Support efforts to streamline and improve HR processes, contributing ideas for efficiency and effectiveness. ● Assist in implementing HR process automation and

	leveraging technology to enhance HR services.
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Person specification	
Qualification:	<ul style="list-style-type: none"> • Bachelor's degree in Human Resources, Business Administration, or a related field.
Prior Experience:	<ul style="list-style-type: none"> • 3-5 years of relevant experience in a generalist HR role. • Experience with HR systems (e.g., GreytHR, Keka) is preferred.
Essential skills:	<ul style="list-style-type: none"> • Strong communication and interpersonal skills, with the ability to build relationships across the organisation. • Excellent organisational and time management skills. • Proficiency in Microsoft Office and Google Workspace. • Ability to handle multiple tasks efficiently and manage priorities effectively.
Essential attributes:	<ul style="list-style-type: none"> • High attention to detail with strong problem-solving skills. • Ability to work both independently and collaboratively. • Adaptability and openness to learning new HR systems and processes. • Strong understanding of HR policies, procedures, and legal compliance.

Other Specification	<ul style="list-style-type: none"> • Must have a passion and charisma to train and travel across rural and urban places in India.
Working Hours	10 am – 6 pm / Mon-Fri

To apply, [Click here](#).