

RIKA India is Hiring!!!

We are looking for a new team member in our Noida Office

Title: Human Resource and Admin Officer

Location: Noida

Joining: Immediate

Qualification & Experience:

- MBA in Human resource management or other related discipline
- Minimum 1 year of fulltime work experience

Required Skills:

- Proficiency in Ms-Office is a must. The candidate should be conversant in creating professional presentations to convey financial data and strategies to the management.
- Good written and verbal communication skills.
- Ability to work independently and as part of a team.

Key roles and responsibilities:

- **Recruitment and Onboarding:**
 - Coordinate the recruitment process, including posting job advertisements, screening resumes, scheduling interviews, and communicating with candidates.
 - Prepare employment contracts and necessary paperwork.
 - Conduct employee onboarding and new hire orientation to ensure a smooth transition into the organization.
- **HR Administration and Compliance:**
 - Maintain accurate and up-to-date employee records (both digital and hard-copy), ensuring strict confidentiality and compliance with data protection regulations.
 - Administer employee benefits programs and assist with payroll preparation by providing relevant data (e.g., leaves, working hours).
 - Ensure compliance with all local, state, and national labour laws and organizational policies.
- **Employee Relations and Support:**
 - Act as the first point of contact for all general HR-related queries from employees.
 - Assist in resolving employee grievances and disciplinary issues, escalating complex matters to the HR Manager.
 - Promote a positive and inclusive work environment and assist in organizing employee engagement activities.
- **Performance and Training:**
 - Support the annual and mid-year employee **performance management cycle** (e.g., tracking goals, ensuring timely reviews).
 - Coordinate and track employee training and development programs.
- **Admin responsibilities:**
 - Ensure effective coordination between senior management, program team, and the finance department.
 - Scheduling appointments

- Scheduling meeting through zoom platform
- Arranging internal team and monthly meetings
- Drafting and circulating the minutes of the meetings
- Overseeing arrangement of meetings and trainings
- **Travel Management:** arranging travel of all staff.
 - Organizing travel (domestic / international), including travel tickets/hotels/VISA/foreign exchange
- **Procurement:**
 - Manage end-to-end procurement process for office and project-related requirements (e.g., equipment, supplies, travel bookings).
 - Identify, compare, and negotiate with vendors to ensure cost-effective and quality purchases.
 - Maintain and update a vendor database and procurement tracker.
 - Draft and negotiate contracts and agreements
 - Ensure adherence to organizational procurement policies and budget allocations.
- **Office Management:**
 - Filing and Documentation
 - Office up-keep and management

Any other related task as assigned by supervisor.

COMPENSATION: The remuneration will be as per the internal policies of the company and in line with market standards based on the experience, competencies and current CTC of the candidate. For any query, please reach out to info@rikaindia.com. Apply through the Google Form link <https://forms.gle/CmeiTjnmnfoRmk4R8>

Candidates with relevant experience are encouraged to apply