



Recruitment Notice: HR & Admin. Executive

VANARAI a nationally recognized NGO with a legacy of 40 years, was founded by PadmaVibhushan Dr. Mohan Dharia. The Organization is committed to sustainable rural development and environmental conservation across various states in India. We are looking for a dedicated individual to join our team as **HR & Admin. Executive** at Pune Location.

Position Summary

The HR & Admin Executive will be responsible for managing day-to-day human resource functions and administrative operations of the organisation, ensuring smooth office functioning and compliance with statutory requirements.

Key Responsibilities

Human Resources

- Handling recruitment process: job postings, screening, coordination of interviews, and joining formalities
- Preparation of appointment letters, contracts, confirmations, and other HR documentation
- Maintaining employee records, attendance, leave, and payroll coordination
- Coordinate with Consultants, Service Providers for legal compliances
- Assisting in performance appraisal and employee engagement activities
- Coordinate for employee trainings, as per the need.
- Any other HR activities as the need arises.

Administration

- Managing office administration, vendors, and service providers
- Overseeing office facilities, assets, and inventory records
- Maintain housekeeping
- Handling office vehicle management and general office coordination
- Supporting statutory compliance and maintaining records related to labour laws
- Coordinating with auditors, consultants, and external agencies as required

Qualification & Experience

- Bachelor's degree in HR / Commerce / Management (MBA HR preferred)
- 2-4 years of relevant experience in HR & Administration
- Experience in NGO / development sector will be an added advantage

Skills & Competencies

- Good knowledge of HR processes and basic labour laws
- Strong communication and interpersonal skills
- Proficiency in MS Office (Word, Excel, Email)
- Organised, proactive, and able to handle multiple tasks
- Sensitivity towards social and development sector work

Language Requirement:

Marathi, Hindi and English proficiency preferred.

Please apply with current and expected CTC to career@vanarai.org Mention the subject line as 'Application for HR & Admin Executive'.

For VANARAI

Amit Wadekar

Secretary
VANARAI

