

Human Resources Administrator (HR and Admin)

Position Description:

- **Minimum experience required:** 3 to 5 years
- **Place of work:** Jakkur, North Bangalore
- **Start date:** Immediately

About us

The Centre for Green Building Materials and Technology (CGBMT), established in 2004 as a trust under the Societies Act, Section 12A of the Income Tax Act 1961, was created to introduce sustainable building technologies into the mainstream building sector. As a sister organization of Manasaram Architects and supported by Aditi Constructions & Aditigreenescapes, CGBMT was started after recognizing that there needed to be more awareness, knowledge, human resources, and data regarding sustainable building materials and technologies. Since its establishment, CGBMT has been dedicated to promoting environmentally friendly solutions for sustainable living through research and development, on-ground skilling, educational courses, advocacy efforts and more, both locally and internationally.

We specialize in designing and constructing with sustainable materials and techniques, tailored for green building requirements. Our clients value our meticulous approach and dedication to using sustainable, top-notch materials. We take great pride in our commitment to sustainable construction practices. By utilizing innovative materials and techniques, we ensure that each project not only meets but exceeds green building standards. From eco-friendly insulation to energy-efficient systems, we strive to create spaces that are not only beautiful but also environmentally responsible. Our dedication to sustainability is not only a reflection of our values but also a promise to our clients that we will continue to lead the way in green building practices.

About the role

We are seeking an HR and Admin Manager to join our dynamic team. The ideal candidate will have a strong background in human resources and administration, with excellent organizational skills and a proven track record of managing personnel effectively. Responsibilities will include overseeing recruitment processes, employee relations, payroll management, and ensuring compliance with company policies and procedures. The HR and Admin Manager will play a key role in fostering a positive work environment and promoting employee engagement. If you are a motivated and experienced professional looking to make a difference in a fast-paced environment, we encourage you to apply for this exciting opportunity.

Responsibilities

The candidate has to ensure that the organization has the right people, with the right skills, in the right positions, to achieve organizational goals. Some of the key responsibilities of the HR Manager include:

1. Recruitment and selection of staff.
2. Oversight of employee benefits schemes.
3. Formulation and enforcement of organizational policies and protocols.
4. Handling of employee relations and conflict resolution.
5. Design and execution of training and development initiatives.
6. Supervision of performance appraisals and career progression strategies.
7. Proficiency in organizational management for streamlined administrative and HR operations.
8. Exceptional communication abilities for effective engagement with staff, supervisors, and stakeholders.
9. Meticulous attention to detail to ensure legal compliance and adherence to regulations.
10. Leadership and managerial expertise to effectively lead employees and fulfill organizational objectives.

Qualifications

- Must possess an MBA in Human Resources
- Strong HR background with knowledge of labor laws and best practices.
- Excellent communication skills for interacting with employees and stakeholders.
- Leadership and decision-making skills to guide the HR team.
- Commitment to continuous learning and professional development in the HR field.

How to Apply

Send an email to cgbmtblr@gmail.com with a one-page CV with 3 references, a one page cover letter, and portfolio of work, along with the subject line '**Human Resources Administrator, CGBMT**'.

Applications will be accepted on a rolling basis till the position is filled.