



YOUTH for seva
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HR Manager

Job Description

Youth for Seva is seeking an experienced and proactive HR Generalist Manager with 8+ years of HR experience to oversee end-to-end human resource functions. The ideal candidate should possess strong people management, compliance, recruitment, and employee engagement skills, with a passion for contributing to a mission-driven organization. Prior experience in the NGO sector will be an added advantage.

Roles & Responsibilities:

Talent Acquisition

- Coordinate with department heads to understand hiring requirements.
- Lead the organization's recruitment lifecycle by partnering with hiring managers to attract, assess, and onboard high-quality talent.

Employee Lifecycle Management & HR Operations

- Oversee employee onboarding, transfers, promotions, and exit processes.
- Maintain employee records and HR documentation.
- Ensure compliance with labor laws and statutory regulations.
- Coordinate payroll inputs, attendance, leave, and employee benefits.
- Develop and implement HR policies and SOPs.
- Familiarity with HRMS, payroll systems, and compliance processes

Employee Engagement, Performance & Culture

- Design and implement employee engagement and L&D initiatives.
- Support performance management and appraisal processes.
- Address employee concerns and facilitate conflict resolution.
- Promote organizational values and workplace culture.

Strategic HR Planning & Reporting

- Prepare HR dashboards, reports, and workforce analytics.
- Monitor HR metrics such as hiring, attrition, and employee retention.
- Collaborate with leadership on strategic HR initiatives.

Oversee Administrative Operations

- Lead the administrative functions, driving effective management of infrastructure, facilities, office operations, vendor services, and workplace resources.
- Develop and oversee administrative systems and processes to ensure efficient infrastructure management, asset provisioning, facility upkeep, and optimal utilization of organizational resources.



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Qualifications and Skills

Selection Criteria

The ideal candidate should possess a minimum of 8 years of experience in Human Resources with exposure to recruitment, HR operations, employee engagement, and compliance. Strong communication, stakeholder management, problem-solving, and organizational skills are essential. Experience working in the NGO or social sector will be preferred.

Education	MBA in Human Resources, Master of Human Resource Management (MHRM), or equivalent HR qualification. Bachelor's degree in human resources, Business Administration, Psychology, or related field.
Experience	• Minimum 8+ years of experience in Human Resources. • Experience handling end-to-end HR functions is mandatory. • NGO or non-profit sector experience is preferred.
Languages needed	English, Kannada, Hindi, Telugu (preferred).
Work Timing	9:30AM to 6:30 PM
Location	Bengaluru
Salary and Benefits	5.7LPA to 6.25 LPA
Skills Required	• Talent Acquisition and Onboarding Employee Lifecycle Management • Labor Law & Statutory Compliance • Payroll Coordination • MS Office and Google Suite. • Experience with HRMS and ATS tools. • Stakeholder Management
Other Requirements	• Passion for working in the social sector and alignment with Youth for Seva's mission and values. • Ability to handle confidential information with integrity. • Strong leadership and team management capabilities.

If you are interested, please send your resume to recruitments@youthforseva.org with the subject line "Your Name_Applying for the Role of Executive Assistant, Founder's Office" OR apply through our Youth for Seva Careers Page.