

HR Generalist

The role involves managing day-to-day human resource functions and supporting the school in maintaining an efficient, engaged, and professional work environment. The HR Generalist will work closely with school leadership and employees across the employee lifecycle.

Foundational Criteria: MBA/PGDM in Human Resource Management or an equivalent postgraduate qualification in HR.

Work Experience: 3–5 years of experience; experience in the education industry is mandatory.

Key Responsibilities

1. **3–5 years of relevant HR experience**, with mandatory experience in the education/school sector.
2. Manage end-to-end recruitment, including interview coordination, documentation, offer letters and employee onboarding.
3. Maintain accurate employee records, personnel files, attendance and leave through HRM portals.
4. Support employee engagement, performance management and staff welfare initiatives.
5. Implement HR policies, procedures and practices in line with school requirements.
6. Address employee queries, manage payroll and coordinate with school leadership on HR matters.
7. Monitor probation periods and coordinate confirmation and performance reviews.