

HR Operations Associate

Job Description

HR Operations Associate

About the Role

We are looking for a smart, dependable, and proactive individual to manage day-to-day HR operations, administrative tasks, accounts coordination, and basic tech/asset management for an office of ~60 employees.

This is a high-ownership execution role involving multi-functional responsibilities and close coordination with the Director.

Key Responsibilities

1. HR Operations & Payroll Coordination

- Prepare and maintain monthly salary sheets
- Coordinate payroll inputs with the accounts team
- Maintain employee records, documentation, and files
- Assist in onboarding, documentation, and HR reports

2. Accounts Coordination

- Maintain and organize bills, invoices, and vouchers
- Share required documents with the accounts team
- Ensure proper documentation and filing (physical + digital)
- Assist in basic expense tracking

3. Tech & Asset Management

- Maintain records of company assets (laptops, phones, SIMs, internet)
- Track allocation, usage, and returns
- Coordinate basic tech / logistical requirements

4. Administrative Operations

- Draft and issue offer letters
- Manage travel bookings (flights, hotels, etc.)
- Handle office documentation and record-keeping
- Coordinate with vendors and service providers
- Ensure smooth day-to-day office functioning

5. Director's Office Support

- Work closely with the Director on reports and coordination tasks
 - Drive follow-ups across teams to ensure execution
 - Act as a central coordination point within the office
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Candidate Profile

- Graduate (any discipline)
 - 1–3 years of relevant experience in admin / HR ops / coordination roles
 - Strong working knowledge of MS Excel, Word, and basic digital tools
 - Highly organized with strong multitasking ability
 - Good communication and coordination skills
 - High ownership, reliability, and attention to detail
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Who This Role Is For

- Someone who enjoys getting things done and managing multiple responsibilities
- Comfortable working in a fast-paced, execution-driven environment
- Takes initiative and ensures nothing falls through the cracks

Who This Role Is NOT For

- Candidates looking for a policy-driven HR role
 - Individuals uncomfortable with hands-on execution and coordination
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Location

Kolkata — Work from Office

Compensation

Competitive, based on experience and capability