

**Position Title:** Human Resources and Administrative Associate  
**Status:** Full-Time  
**Location:** New York City

**Job Summary:**

The Human Resources and Administrative Associate works closely with the Senior Operations Manager, the COO and the CEO to provide Human Resources and Administrative support. Human Resources responsibilities include responding to employee inquiries, attendance, and employee engagement events. Provide proactive support on key HR Processes throughout the year such as; performance appraisals, employee surveys. Other key responsibilities include assisting in recruitment and onboarding process for new hires. This role also requires the management of the CEO's calendar and other administrative responsibilities.

**Reporting and relationships:**

The Human Resources and Administrative Associate will report to the Senior Operations Manager, and also provide administrative support to the CEO and COO

**Essential Job Functions**

**Human Resources (40%)**

- Performing all human resources functions with the supervision of the Senior Operations Manager. Functions including onboarding, off boarding, orientation and employee surveys.
- Coordinate recruitment for open positions, perform initial phone interviews for screening candidates, arrange interview schedules and complete the hiring process. Assist with recruitment of volunteers for AIF.
- Responsible for day-to-day human resources related duties such as employment verification, maintaining the organization chart, updating personnel files, creating reports, presentations and surveys.
- Tracking attendance and overtime for employees.
- Respond to employee queries seeking clarifications regarding benefits and HR processes.
- Document and update departmental procedures.
- Coordinate with the Human Resources processing group for any changes to compensation and benefits.

**Admin to the CEO (30%)**

- Managing the CEO's calendar, phone calls, internal and external meeting schedule
- Responsible for day-to-day tasks such as creating expense reports and managing other projects.
- Organizing events such as trainings and retreats.

**Administrative (15%)**

- Arranging organization wide conference calls, meetings and internal events.
- Liaison with the building management group for any office space, utilities, any issues that may arise on a day-to-day basis.
- Ordering and maintaining stationery, kitchen supplies and other needs of the staff.
- Assisting in arrangements for transportation, accommodations, visa letters etc.

#### **Ad-Hoc (10%)**

- Assist with other tasks including cultivation events and fundraising activities as and when required
- Creating PowerPoint presentations for COO and assisting with the creation of board materials.
- Following up for supporting documentation for charges incurred on company credit card.

#### **Communications (5%)**

- Coordinate responses to queries received through email, phone and website.

#### **Key Skills, Competencies and Desired Qualifications**

- A Bachelor's degree in a related field such as Human Resources.
- 1- 3 years of Human Resources related experience.
- Excellent time management and organizational skills, including ability to prioritize work effectively and multitask.
- Excellent verbal and written communication skills.
- Excellent follow up skills.
- Attention to detail.
- Ability to work as a team player
- Highly skilled in Microsoft Office PowerPoint, Excel and Outlook

The policy of AIF is to afford equal employment opportunity for all employees, without discrimination on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by federal, state, or local law.

**Salary and Benefits:** American India Foundation offers a competitive salary and excellent benefits. The individual will have opportunities to learn all aspects of a non- profit organization.

#### **HOW TO APPLY**

Applicants **MUST** be eligible to legally work in the United States of America.

Please send your resume and cover letter to: [administrationhr@aif.org](mailto:administrationhr@aif.org). Due to the potential volume of responses, only candidates selected for an interview will be contacted.