

HR & Admin Manager

Organization: STEM Shiksha Foundation, a not for profit sec 8 company

Location: Officebing, Vikhroli West, Mumbai

Reporting To: Head – Operations

1. Role Overview

STEM Shiksha Foundation is seeking a highly organized and proactive **HR & Admin Manager** to manage our day-to-day office operations and internal people processes.

This is an execution-heavy role for someone who enjoys building order out of chaos. You will be the backbone of the office—ensuring our physical and digital workspaces run like clockwork while managing the end-to-end employee lifecycle for our growing team. We need a "doer" who is comfortable switching between vendor negotiations and recruitment screenings with ease.

2. Key Responsibilities

A. Office Administration & Digital Systems (70%)

- **Daily Operations:** Oversee the day-to-day functioning of our office at Vikhroli; manage housekeeping, supplies, and general upkeep.
- **Digital Architecture:** Act as the primary administrator for **Google Workspace**. This includes managing user access, structuring shared drives, and ensuring a clean, intuitive file-naming hierarchy.
- **Vendor Management:** Source, negotiate with, and manage vendors for office utilities, stationery, and equipment.
- **Logistics Support:** Coordinate travel, local transport, and scheduling for the leadership team and visiting stakeholders.
- **Documentation:** Maintain rigorous digital and physical filing systems to ensure "audit-ready" documentation at all times.

B. HR Operations(30%)

- **Talent Acquisition:** Manage the full recruitment funnel—posting jobs, initial resume screening, scheduling interviews, and maintaining a candidate database.
- **Onboarding & Exits:** Ensure every new hire has a seamless Day 1 (IT setup, documentation, orientation) and manage professional offboarding for exiting employees.

- **Policy Implementation:** Roll out HR policies and ensure consistent adherence across the team.
- **Performance Support:** Assist the Head of Operations in tracking KRAs and ensuring timely completion of performance review cycles.
- **Compliance:** Maintain employee records, attendance, and basic HR compliance requirements.

3. Candidate Profile

Experience

- 5–6 years of relevant HR & Admin experience.
- Experience independently handling recruitment and HR operations.
- Prior experience in a startup, NGO, or small-to-mid-sized education firm is highly preferred.

Competencies

Execution Powerhouse: You don't just design processes; you enjoy the hands-on work of implementing them.

Digital Fluency: Expert-level command over Google Workspace (Drive, Sheets, Docs, Calendar). You should be the person others ask for help with digital tools.

Organizational Hygiene: A natural knack for organizing files, schedules, and physical spaces.

Discretion: High integrity and emotional intelligence when handling sensitive employee information.

Compensation

Compensation will be competitive and based on experience and capability.

How to apply

Please fill out the application form. The team will get in touch with you.

<https://forms.gle/3Tnx7CGkoPDZwJaE7>