



MAKER BHAVAN FOUNDATION

Maker Bhavan Foundation is a brand of STEM Shiksha Foundation

Job Description

HR & Admin Manager

Experience: 5-6 years

Engagement: Full-time

Location: Remote / Mumbai (Hybrid)

Apply to: .

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

STEM Shiksha Foundation

STEM Shiksha Foundation is a not-for-profit organisation registered as a Section 8 Company under the Companies Act, 2013. The Foundation owns the brand name Maker Bhavan Foundation (MBF) and operates under this brand name. MBF is on a mission to transform India's 2 million annual engineering graduates from passive learners into confident makers, inventors, and problem-solvers. We believe India's path to a \$30 trillion economy runs through a generation that builds, not one that simply executes.

Our programs span 24+ Tinkerers' Labs across India, and we work with various higher education programs on various other programs. Through Project PRACTICE — in partnership with AICTE — we are scaling this ecosystem to 1,000 colleges and 5 lakh students by 2028.

This is an organisation for people who want their work to matter.

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.

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.

WHO WE'RE LOOKING FOR

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.

WHAT WE OFFER

- A front-row seat to one of India's most ambitious efforts to reshape engineering education
- Mentorship from senior communications and design professionals who want to invest in your growth

- Exposure to a national network of innovators, educators, and industry leaders-the kind of exposure that compounds quickly
- A small, high-trust team where your creative instincts shape how an entire movement is perceived
- Flexible, hybrid/remote working environment with a results-first culture

HOW TO APPLY

Apply using this link: <https://forms.gle/3Tnx7CGkoPDZwJaE7>

The successful candidate will be employed by STEM Shiksha Foundation, and will receive an offer letter and statutory benefits accordingly.



www.makerbhavanfoundation.org