

MAKER BHAVAN FOUNDATION

A unit of STEM Shiksha Foundation

Job Description

HR MANAGER

Location: Mumbai (Hybrid)

Team: Programmes

Experience: 4–8 years

Engagement: Full-time

ABOUT MAKER BHAVAN FOUNDATION

Maker Bhavan Foundation* (MBF) is a non-profit organisation 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 programmes span about 30 Tinkerers' Labs (academic makerspaces across India), InventX (a residential invention bootcamp with 129+ patents filed), and the Vishwakarma Awards (a national hardware innovation challenge). 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.

THE ROLE

STEM Shiksha Foundation is seeking a highly organized and proactive HR Manager to own the end-to-end employee lifecycle for our growing team, with light oversight of office administration. This is an execution-heavy role for someone who enjoys building order out of chaos and owns initiatives from recruitment and onboarding to policy rollout and performance tracking. You will be the backbone of our people processes, while also keeping our digital workspace and office running smoothly. We need a "doer" who is equally comfortable running a recruitment funnel and managing Google Workspace access.

KEY RESPONSIBILITIES

1. HR Operations (80%)

- Talent Acquisition: Own the full recruitment funnel : job postings, resume screening, interview scheduling, and maintaining a candidate database.
- Onboarding & Exits: Ensure a seamless on boarding for every new hire (IT setup, documentation, orientation) and manage professional offboarding for existing employees.
- Policy documentation & Implementation: Roll out HR policies and ensure consistent adherence across the team.
- Performance Support: Own tracking KRAs and ensuring timely completion of performance review cycles.

- Compliance & Records: Maintain employee records, attendance, and basic HR compliance requirements; keep HR documentation audit-ready.
- Employee Relations: Serve as a point of contact for employee queries and concerns, handling sensitive information with discretion.
- HR Analytics: Prepare periodic reports on attrition, hiring trends, and performance cycle completion to support leadership decisions.
- Familiar with HRMIS : Familiar with using HR platforms to manage payroll, insurance, performance management, background verification to ensure smooth service delivery.

2. Office Administration (20%)

- Daily Operations: Oversee day-to-day functioning of the office at Vikhroli.
- Travel Desk & Logistics: Manage the travel desk for local and domestic travel booking and coordinating transport, accommodation, and logistics for the leadership team and visiting stakeholders, while tracking travel budgets and vendor arrangements (flights/cabs/hotels).
- Facilities & Vendor Oversight: Manage office supplies, maintenance vendors, and ensure smooth functioning of infrastructure.
- Event Coordination: Support leadership in organizing internal meetings, workshops, or stakeholder visits.
- Budget Tracking: Monitor office and travel expenses, ensuring adherence to allocated budgets for that purpose.

WHO WE'RE LOOKING FOR

Experience & Background

- 4–8 years of relevant HR experience, with independent ownership of recruitment and HR operations.
- Prior experience in a startup, NGO, or small-to-mid-sized education firm is highly preferred.
- Experience managing the full employee lifecycle hiring through offboarding with minimal hand-holding.

Skills

- Strong recruitment instincts: able to screen effectively and manage a hiring funnel end to end.
- Solid working knowledge of HR compliance and recordkeeping practices.
- A natural knack for organizing files, schedules, and documentation.
- Clear written and verbal communication.

Mindset & Values

- High integrity and emotional intelligence when handling sensitive employee information.
- An "execution powerhouse" — you don't just design HR processes, you enjoy implementing them hands-on.
- A self-starter comfortable switching between people-facing work (interviews, employee queries) and behind-the-scenes admin.
- Genuinely motivated by MBF's mission and invested in building a strong internal culture for a growing team.

WHAT WE OFFER

- A front-row seat to one of India's most ambitious efforts to reshape engineering education
- Direct exposure to leadership, major donors, institutions, policymakers, and industry leaders: a network that compounds quickly
- Real ownership from day one: your programmes, your partnerships, your outcomes
- A small, high-trust team where your voice shapes organisational decisions, not just programme ones
- Flexible, hybrid working environment with a results-first culture

HOW TO APPLY

Send your CV to Office@makerbhavanfoundation.org with the subject line: **"HR Manager: [Your Name]"**

Please note: the successful candidate will be employed by STEM Shiksha Foundation, the legal entity operating the Maker Bhavan Foundation brand and programmes, and will receive an offer letter and statutory benefits accordingly.

Maker Bhavan Foundation · Mumbai, India · www.makerbhavan.org · info@makerbhavan.org

Maker Bhavan Foundation is a brand of STEM Shiksha Foundation, the employing entity for this role, registered at 19 Andheri Universal Industrial Premises, Ground Floor, 57 JP Road, Andheri West, Mumbai – 400058, Maharashtra. CIN: U74999MH2018NPL308188. STEM Shiksha Foundation is an equal opportunity employer.

Maker Bhavan Foundation is a brand under which STEM Shiksha Foundation operates its Tinkerers' Lab and allied programmes. STEM Shiksha Foundation (CIN: **U74999MH2018NPL308188**) is a registered non-profit and will be the employing entity for this role; all terms of employment, statutory benefits, and HR policies will be governed accordingly.