



If you are excited by the possibilities of
near-term impact
working close to the field
working on an emergent program design
Then apply with **complete resume and a covering letter**
recruit@gubbachi.org.in

Gubbachi Learning Community is looking for an **HR Executive** to enhance employee recruitment, engagement, and retention in **Bengaluru**.

About Gubbachi

Gubbachi is a not-for-profit organization working for the education of underserved children. We work in 9 Government Schools and two Bridge Learning Centers for Out of out-of-school children towards developing strong foundational learning, deeply impacting 1200+ children.

We appreciate your interest in Gubbachi as your desired place to work. We look forward to welcoming like-minded people into our family.

To learn more about us, visit <https://www.gubbachi.org.in/about-us>

About the Role

At Gubbachi we work in education and community programmes. The role requires **strong Human Resource experience**. The HR Executive will be responsible for the complete HR function. The knowledge of **English, Kannada, and Hindi** is essential.

Role: HR Executive

Reporting to: HR Manager/ Director

Type: Full Time

Date of Joining: Immediate

Location: Bengaluru (Kodathi - Sarjapur Road)

Remuneration(CTC): 3.3lakhs to 4.4 Lakhs

Key Responsibilities and Duties

- Collecting necessary documents from the employees for updates/enrollments in ESI or EPF.
- Organizing an orientation program for the new joiners.
- Administering joining formalities to new recruits.
- Collecting and storing candidates' information/documents in employee personal files as per Gubbachi standards.
- Conducting orientation for all new joiners.
- Information about email access and payroll software access to view and apply for leave, view payslips, and other official documents.
- Documentation of exit (preparation of relieving/termination/experience letter, exit clearance form, etc.)
- Maintenance of attendance, entry and exit records from all centers and updating them for payroll.
- Leave data management: Update all the leave data in the payroll software/Excel format as per the Gubbachi standard.
- Tracking leave records and following up on applying and getting approval from all the team leads.
- Managing and updating employee records regarding changes in address, training attended, change of roles or location, etc.
- Fill in the information about the requested letters based on the approval of the HR Manager/Director, such as recommendation, relieving, termination, experience, designation change, confirmation, internship, travel allowance, etc.
- Updating and recording confirmation reviews of all the new joiners after completion of their probation period.

- Maintaining personnel files for each member of the organization.
- Collating, ordering, and distributing employee ID cards for all confirmed employees.
- Sourcing and screening appropriate profiles linked to education, community, health, and health & other support functions.
- Scheduling interviews with respective team leads & support representatives.
- Designing and executing employee engagement program.
- Complete payroll management.

Beliefs, Attitude, Skills and Knowledge Requirements

- Conversational Kannada(essential) and Hindi (essential).
- Effective HR administration and people management skills.
- Excellent written and verbal communication skills.
- Works well under pressure and meets tight deadlines.
- Highly computer literate with capability in email, MS Office, Google Suite, and related business and communication tools.
- Fantastic organisational and time management skills.
- Strong problem-solving skills.
- Meticulous attention to detail.
- Ability to accurately follow instructions.

Qualifications and Traits

- BBA/MBA in human resources, or related (essential).
- 2 years of experience as an HR assistant or higher, or a fresher with a passion for learning.
- Should be of pleasing personality, good conversational skills with clarity of thought.
- Must show an open mind - a willingness to learn new methods
- Willing to attend training in Bengaluru and outstation if necessary
- Must be physically fit and agile
- Able to put in full hours
- We are gender neutral

Your Benefits*

We ensure everyone has an enriching career at Gubbachi. We commit to benefits created to support you at all phases of life, our employees grow within our organisation while making a difference in society.

Our benefits are built on core categories of health, financial security, learning, personal & professional development

- Capacity building plans
- Maternity/paternity leave benefits
- Cross-Functional learning opportunity
- Vacations and Time Off
- Gratuity
- PF

*Please note benefits may change from time to time subject to applicable laws
