



Consumer Unity and Trust Society (CUTS) is a leading think-tank working on economic and public policy issues. From its modest beginnings in 1983, CUTS has grown significantly as a local and global research and advocacy group in addressing the challenges to enhance consumer welfare. From a small voluntary consumer non-governmental organisation (NGO) working locally in Rajasthan, a state in North West India, to make consumers aware of their rights and seek resolution of their grievances, CUTS has over time progressed to policy research and network-based advocacy on various public policy issues at state, national, regional and international levels.

Its work spans a multi-pronged agenda targeted to the realisation of CUTS' Vision of 'Consumer sovereignty' and its Mission of 'consumer sovereignty in the framework of social justice, economic equality and environmental balance, within and across borders.'

CUTS work now revolves around three verticals: Rules-based Trade, Effective Regulation and Good Governance. This graduation happened organically because of the demands made on CUTS to work on policy issues, which would enhance consumer welfare, with the realisation that consumers need to be protected upfront and not only ex post.

Please refer link for more information <https://cuts-international.org/>

JOB CODE: CUTS99HRA

VACANCY: HR Assistant/Associate

Desired Starting Date: Immediate

Job Location: Jaipur, Rajasthan

JOB PROFILE

We seek an active and pro-active HR Assistant/Associate to be a part of dynamic teams within CUTS.

Person will be responsible for handling HR and administration duties, Given CUTS' international operations, candidate will also need to support the offices outside Jaipur and assisting HR Officer and Directors.



RESPONSIBILITIES

- Recruitment – Assist in scheduling interviews, follow up with candidates, coordinate the interview process;
- Induction - Complete the joining formalities of staff/ interns. Introducing new staff in all the offices. Preparing orientation schedule and coordinate;
- Leave and attendance management - Responsible for maintaining leave records, generating reports and reporting on leave and attendance of staff;
- Updating lists - Staff contact numbers, DOB/DOJ, HRIS, probationers, holidays, reception duty, registers etc;
- Documentation – Filing of documents in relevant files;
- Helping the Human Resources department with day to day tasks.
- Facility management - Responsible for maintenance of all three Jaipur offices and guest house
- Procurement and petty cash- Managing the procurement for the Jaipur offices
- Travel and logistics management - Arranging travel related logistics for select staff visiting Jaipur
- Fixed asset management - Maintaining the fixed asset register and managing disposal of un serviceable goods
- Pantry management – Ensure that the pantry is well stocked.
- Vendor Management – Coordinating with all the vendors for procurement of goods and services.

PERSONAL ATTRIBUTES

- Excellent communication skills both verbal and written;
- Passionate about work and learning new things;
- Critical thinking;
- Great team player;
- Ability to generate goodwill with colleagues;
- Comfortable working in fast paced and deadline driven environment;

QUALIFICATIONS AND EXPERIENCE

- Master's or Bachelor's from an institute of good repute;
- 0-2 years of relevant experience in general management & HR;
- Experience of working in a multicultural environment will be an added advantage;
- Competency in the use of MS office, Google, Email, Attendance and payroll software etc.
- Ability to coordinate with various stakeholders and get things done
- Ability to communicate well in Hindi and English
- Background and knowledge of HR & Administration



COMPENSATION

CUTS recognises that the right candidate will have a significant impact on success of the organisation and is prepared to offer an attractive compensation package for the non-profit sector, commensurate with expertise and experience.

JOB LOCATION

The position will be based in CUTS Head Office in Jaipur. Occasional travel around India will be expected.

TO APPLY

Qualified candidates should send their resumes to careers@cuts.org, along with a cover letter highlighting your suitability for the position. Please mention job code in subject line of application. Any application received without the appropriate job code will not be considered.

Given the large volumes of applications we receive, we are unable to respond to all applicants and our responses are limited to those who are shortlisted. If you do not hear from our end within 30 days after the submission of the application, please consider that you have not been shortlisted.

CUTS is an equal opportunity employer and considers all applicants on merit without regard to race, national origin, religious beliefs, gender, marital status or physical disability. Women candidates are encouraged to apply.

Consumer Unity & Trust Society (CUTS) International

HEAD OFFICE

D-217, Bhaskar Marg

Bani Park, Jaipur 302016

India.

Phone: 91.141.2282821

Web: www.cuts-international.org