



## JOB DESCRIPTION DOCUMENT

Post	: <b>Admin/HR Executive, Green Works Trust</b>
Job identification	: AHRE/4/2024
Work location	: Mumbai/Pune city
Apply before	: 5/4/2024
Expected joining	: Immediate
Job schedule	: Full-time position
Practice area	: Administration, Human Resource Management
Contract duration	: 1 year (can be extended based on performance)
Work experience	: Minimum 3 years
Required languages	: Marathi, English
Age criteria	: Max 35 years
Salary	: As per standards

### (I) Duties and Responsibilities

Under the guidance and direct supervision of the trustees, Admin/HR Executive will ensure effective delivery of administrative services, and transparent utilization of financial resources and management. Main responsibilities will include internal communication with team regarding leaves and salaries. Communication about project report (need based). Help employees in planning the travel with ticketing etc., research work about CSR opportunities, research work of other NGO work, making ads for new vacancies, collection and management of CVs, facilitate job hiring process.

### (II) Required Assets (given in the order of importance)

#### (i) Skills:

- Well-experienced with working with employees and addressing their issues regarding job
- Track record of employee development (proofs for the same to be provided if asked)
- Good organizational and time management skills.
- Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability.
- Demonstrates integrity by modelling ethical standards.
- Focuses on impact and result for the employees and responds positively to critical feedback.
- Builds strong relationships with direct and indirect stakeholders.
- Excellent information technology skills, including word processing, database applications, presentation software, and the internet (MS Excel, GIS, PPT, MS Word)
- Ability to work under very tight deadlines.
- Evidence of ability to express ideas clearly; to work independently and in team.
- Ability to summarize and systematize complex information.
- Ability to deliver when working under pressure and within changing circumstances.
- Consistently approaches work with energy and a positive, constructive attitude.
- Responsible, communicative, well-organized, team-oriented person.
- Ability to understand your strengths and weaknesses and utilize them to the optimum.
- Ability to understand your team's strengths and weaknesses and utilize them to the optimum.
- Strong communication and interpersonal skills.

- Familiarity with HR operating and reporting systems and laws of India regarding Human resource policies.

**(ii) Experience:**

- 3 years of prior experience with similar duties and responsibilities (mentioned above)

**(iii) Education:**

- Bachelor’s degree in any stream in combination with an additional 3 years of qualifying experience related to Human Resource.

*We believe that having relevant skills and experience are often, more important than formal education. Therefore, above mentioned skills and experience are MUST. Required education is desirable.*

**(iv) Languages:**

- Excellent knowledge of written and spoken Marathi and English.
- Any other language will be given due consideration if in accordance with the project's needs.

**(III) Competencies**

**(i) Core:**

Achieve Results	Plans and organizes own and others’ time effectively, e.g. meets deadlines.
Think Innovatively	Risk-aware and conscious of potential blockers to progress.
Learn Continuously	Dedicates time to lessons learned, learning from experience and mistakes.
Adapt with Agility	Able to adapt and flex self as the changing environment demands.
Act with Determination	Resilient and able to deal with multiple sources of pressure simultaneously, e.g. employees, trustees etc.
Engage and Partner	Encourages teamwork and fosters a positive and friendly team environment.
Enable Diversity and Inclusion	Actively promotes and respects diversity in all regards, reflecting the wide spectrum of communities GWT supports/works with.

**(ii) Cross-functional & Technical competencies:**

Thematic Area	Name	Definition
Project direction and strategy	Effective decision-making	Ability to take decisions in a timely and efficient manner in line with one’s authority, area of expertise and resources.
Project Management	Monitoring	Ability to provide key stakeholders with regular feedback on MIS as per the standards set by the organization.
Digital & Innovation	Tech literacy	Ability to utilize existing technology creatively, innovatively (at times, unconventionally) for the project. Ability to stay updated with new technology and imbibe it at work to get better results.
Digital & Innovation	Systems thinking and transformation	Ability to analyze a problem from perspectives of all and related parties and find unbiased solutions in best interest of the project.

**(iii) Please note:**

- Candidate must work from home but requires visiting field sites as and when required.

#### **(IV) About *Green Works Trust (GWT)***

##### **(i) Background of the organization and its values**

Diversity, equity, and inclusion are core principles at *GWT*. Awareness, Research, and Conservation are our key objectives, and we work for a greener and sustainable future.

*GWT* does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo reference and background checks.

##### **(ii) Testimonials from current and former *GWT* team members, taken on 24<sup>th</sup> March 2024**

“Creativity thrives, with appreciation for out-of-the-box thinking and critical analysis.”

“The work environment provides the freedom to innovate and make on-field decisions, fostering a sense of ownership and responsibility.”

“The sense of accomplishment at *GWT* is unparalleled.”

“At *GWT*, I constantly learn new ideas and skills, often while traveling to breathtaking locations.”

“*GWT* offers a work environment that fosters comfort and support.”

“At *GWT*, the emphasis is not on competing with others; but on challenging oneself.”

“It’s a place where you're encouraged to pursue what you're passionate about, and the learning opportunities are endless.”

“The support and guidance from colleagues are invaluable in personal and professional growth.”

“*GWT* maintains a positive outlook, even in challenging situations, inspiring everyone to step out of their comfort zones.”

“Through my journey with *GWT*, I've discovered a newfound sense of identity, recognizing my strengths while also acknowledging areas for development.”

“*GWT* offers a comprehensive understanding, providing a 360° awareness of the field's dynamics.”

“*GWT*’s commitment to people, the environment, and a greener, sustainable future is inspiring. It's evident in their dedication to solving problems with genuine intent.”

“*GWT* isn't just an NGO; it's a close-knit family of individuals from diverse backgrounds but united by a common purpose.”

“The work environment provides the freedom to innovate.”

For more details, visit our website [www.gwtindia.org](http://www.gwtindia.org). Also follow us on Facebook (<https://m.facebook.com/GreenWorksTrust>) and Insta gram page ([https://instagram.com/greenworkstrust?utm\\_medium=copy\\_link](https://instagram.com/greenworkstrust?utm_medium=copy_link)).

**So, do you want to grow with a team of passionate, free-spirited individuals at *Green Works Trust*? Click here: <https://forms.gle/RdVW9Y7g3rWkBTk69>**