

JOIN OUR YOUNG HIGH IMPACT TEAM

People with Purpose, Powering Change

POSITION: OFFICER-ASSURANCES (HR)

Division/Corporate Office: **Assurances**

Location: **New Delhi**

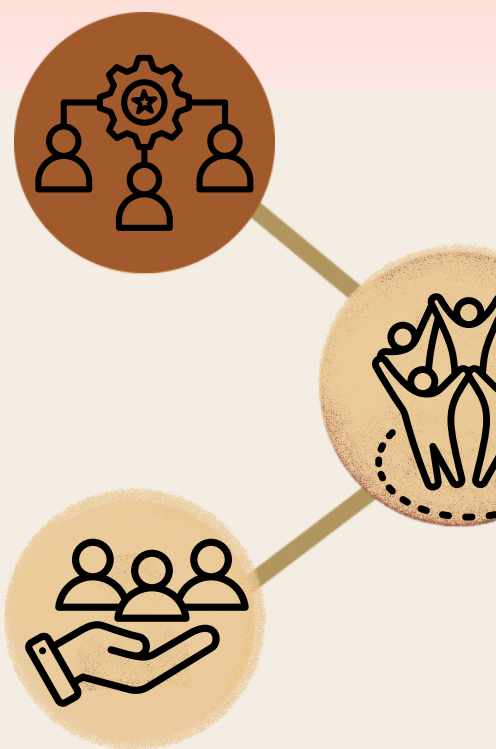
Joining Date: **Immediate**

About the Role

We are looking for a detail-oriented HR professional to strengthen TRI's HR operations. As an Officer – Assurance (HR), you will ensure accurate HR data management, policy implementation, statutory compliance, and smooth employee lifecycle processes. You will be responsible for maintaining accurate HRMS data, ensuring timely and error-free payroll, supporting statutory compliance, and managing end-to-end employee lifecycle processes. The role requires a strong operations mindset, attention to detail, and the ability to coordinate across teams to streamline HR processes.

Responsibilities

- **HR Operations and Administration:** Oversee day-to-day HR operations to ensure smooth and efficient HR service delivery. Prepare and process HR-related documentation such as employment contracts, confirmation letters, and other employee records. Maintain comprehensive and up-to-date personnel files in line with organisational policies and data protection standards.



- **HRMS and Data Management:** Maintain and regularly update the HRMS platform to ensure accuracy, consistency, and completeness of employee data. Monitor data quality, identify and resolve discrepancies, and support process improvements to enhance system efficiency. Coordinate with relevant teams for timely system updates and troubleshooting.
- **Policy Implementation and Compliance:** Support the consistent implementation of HR policies, procedures, and frameworks across the organisation. Ensure compliance with statutory and organisational requirements related to HR records, employee information, and data confidentiality.
- **Employee Onboarding and Lifecycle Management:** Facilitate onboarding and induction processes for new employees, ensuring a smooth integration into the organisation. Support employee lifecycle management, including role changes, separations, and related documentation.
- **Payroll Processing:** manage end-to-end payroll processing for all employees with complete accuracy and timeliness. Maintain and update payroll records for new hires, exits, transfers, and salary revisions, as well as verifying attendance, leave data, and other variable components before each payroll cycle. Ensure full compliance with statutory requirements such as PF, ESI, professional tax, and income tax.
- **General Responsibilities:** Undertake other HR and administrative duties as required to strengthen HR operations and contribute to the organisation's mission of transforming rural communities.

Qualifications & Experiences

- Bachelor's degree in Business Administration/Human Resources Management/Social Sciences or its equivalent. Diploma/specialised certificate in Human Resource Management (HRM) from recognised professional institution will also be considered.
- **At least 4 years of experience working in HR operations, HRMS administration, is desirable.**

Knowledge/Skills

- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Strong analytical thinking and problem-solving skills and ability to handle confidential information.
- Well versed with HR software and Microsoft Office and G-Suite.
- Knowledge of HRMS software, HRIS systems, data analysis tools and techniques.
- Ability to design, analyse and present reports.
- Detail-oriented, organized, and capable of managing multiple tasks and deadlines simultaneously.

How to Apply

If you are committed to strengthening HR systems and contributing to meaningful rural transformation, we would love to hear from you. TRI matches compensation competitively in the sector to draw the best talent. To apply, kindly visit <https://www.trif.in/careers/>. The deadline for submission of the application is 01st December 2025. Since selection decisions will be made on a rolling basis, interested candidates are encouraged to apply at the earliest. Only shortlisted candidates will be contacted and invited for the next steps.

Join us in driving impactful change!



www.trif.in/careers

