



- **JOB OPENING: HR MANAGER**
- **DIVISION: HUMAN RESOURCES, ADMINISTRATIVE**
- **TYPE OF EMPLOYMENT: FULL TIME**
- **LOCATION: GILBERT BUILDING, BABULNATH, MUMBAI**

## WHAT YOU WILL BE DOING

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- Recruitment & Staffing
- Employee Onboarding & Orientation
- HR Operations & Employee Life Cycle Management
- Policy & Compliance
- Staff Training & Professional Development
- Employee Engagement & Culture Building
- Safeguarding & Welfare
- Exit Management

## WHAT WE ARE LOOKING FOR

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- Excellent communication and interpersonal skills.
- Strong organizational and multitasking abilities
- Ability to work collaboratively with diverse teams
- Proficiency in HRMS/ERP systems (EduERP, Teno, Entab, PowerSchool, or similar)
- Strong MS Office (Excel, Word, PowerPoint)
- Knowledge of Indian labour laws and Maharashtra compliance

## YOUR BACKGROUND

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- Master's degree in Human Resources / Psychology / Business Administration
- 8–12 years of HR experience.
- Minimum 3 years in a school, IB/IGCSE institution (preferred)
- Additional certifications in labour laws, HR analytics, or education HR preferred.

## READY TO APPLY

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- Visit [bis.edu.in](http://bis.edu.in) to understand our learning philosophy
- Send your resume to [mail@bis.edu.in](mailto:mail@bis.edu.in)
- When applying, use the subject line: ***For The Post of HR Manager***