

Job Description for HR Assistant

Key Responsibilities:

1. Recruitment & Onboarding

- (i) Help post job openings and coordinate with campuses for staffing needs.
- (ii) Review resumes and schedule interviews.
- (iii) Manage joining formalities and induction programs for new hires.
- (iv) Keep candidate and recruitment records up to date.

2. Employee Records & Documentation

- (i) Maintain updated employee files (both digital and physical).
- (ii) Ensure proper documentation for joining, confirmation, extension, and exit.
- (iii) Keep employee information secure and accurate.

3. Payroll & Attendance Support

- (i) Collect and verify attendance data from various institutions.
- (ii) Assist in payroll inputs such as leaves, deductions, and reimbursements.
- (iii) Coordinate with accounts/payroll team for timely salary processing.

4. HR Operations

- (i) Support implementation of HR policies and procedures across institutions.
- (ii) Assist in performance appraisal processes.
- (iii) Handle employee queries related to HR policies, leave, and benefits.

5. Compliance & Reporting

- (i) Ensure compliance with statutory requirements and institutional policies.
- (ii) Prepare HR reports (headcount, attrition, recruitment status, etc.).
- (iii) Maintain records required for audits and inspections.

6. Coordination & Communication

- (i) Act as a point of contact between head office HR and institutional units.
- (ii) Coordinate with principals, admin teams, and department heads.
- (iii) Assist in organizing HR meetings, trainings, and events.

Key Skills:

- 1) Strong organizational and administrative skills.
- 2) Good communication and interpersonal abilities.
- 3) Proficiency in MS Office (Excel, Word, PowerPoint).
- 4) Attention to detail and confidentiality.
- 5) Basic knowledge of labour laws and HR practices.

Preferred Attributes:

- a) Experience in handling multi-location workforce.
- b) Familiarity with HR software/ERP systems.
- c) Ability to manage multiple tasks and deadlines.

Working Conditions:

Office based role at Head Office.

May require coordination with multiple campuses and occasional travel.

Job Description for Graphic Designer & Content Creator:

Key Responsibilities:

1. Graphic Design & Branding

- (a) **Brand Collateral:** Coordinate for Design and produce brochures, prospectuses, banners, flyers, and other print materials for admissions and corporate events.
- (b) **Digital Assets:** Coordinate for creating engaging graphics for the institute's website, social media platforms (Instagram, Facebook, LinkedIn), and email newsletters.
- (c) **Brand Consistency:** Ensure all visual materials strictly adhere to the institute's brand guidelines across all campuses.
- (d) **Infographics:** Coordinate to develop informative and visually appealing infographics for academic reports and promotional materials.

2. Content Creation & Copywriting

- (a) **Campaign Copy:** Create content for admission campaigns, newsletters, and promotional landing pages.
- (b) **Social Media Management:** Plan, draft, and schedule daily social media posts that highlight student achievements, faculty excellence, and campus life.
- (c) **Storytelling:** Interview students, alumni, and faculty to create success stories and blog posts.
- (d) **PR & Press Releases:** Draft internal communications and press releases regarding institutional milestones.

3. Multimedia & Video Production

- (a) **Short Video Content:** Conceptualize, shoot, and edit engaging reels, short videos, and stories for digital platforms.
- (b) **Photography/Videography:** Cover key institutional events, workshops, and seminars, and edit photos/videos for official use.

4. Collaboration

- (a) Work closely with the admissions, academics, and administrative departments to understand their promotional needs and translate them into effective creative assets.

Qualifications & Skills

Education: Bachelor's degree in Graphic Design, Mass Communication, Fine Arts, or a related field.

Experience: 2 to 5 years of experience in graphic design and content creation, preferably within the education sector.

Technical Proficiency:

- 1) Expertise in Adobe Creative Suite (Photoshop, Illustrator, InDesign, Premiere Pro, and After Effects).
- 2) Familiarity with content management systems (like WordPress) and email marketing tools (like Mailchimp).
- 3) Proficiency in AI design/generation tools and Canva for quick turnarounds.

Writing Skills: Exceptional command of the English language with a strong portfolio showcasing diverse writing styles (informative, persuasive, and creative).