

# HR Officer

---

**Starting Date:** As soon as possible  
**Contract type:** Full-time (40 hours per week)  
**Contract Duration:** Open-ended  
**Salary:** Commensurate with relevant experience  
**Location:** New Delhi, India  
**Application closing date:** 06 Jan 2024 midnight

## About the Job

Better Cotton has a fantastic opportunity for a Human Resources professional to join its fast growing team in Delhi, India. As HR Officer, you will be assisting the Senior Human Resources Country Coordinator in providing excellent and consistent HR administrative level support to all Better Cotton India staff. You will be managing various aspects of HR, including recruitment, employee relations, training, and HR policies, to ensure a positive and productive work environment. You will play a crucial role in aligning organisational goals with employee needs.

## Your Role and Responsibilities

Under the line management of the Senior HR Country Coordinator, you will be responsible for:

- **Recruitment and Onboarding:** Manage the end-to-end recruitment process, from job posting to onboarding new employees.
- **Employee Relations:** Handle employee inquiries, address concerns, and foster a positive work environment. Mediate and resolve conflicts when necessary.
- **Compliance:** Ensure compliance with local labour laws and regulations, staying updated on any changes. Implement HR policies consistently.
- **Training and Development:** Coordinate training programs to enhance employee skills and knowledge. Identify development opportunities for staff.
- **Performance Management:** Support the Senior HR Country Coordinator in implementing performance management processes, including goal setting, evaluations, and feedback.
- **Data Management:** Maintain accurate and confidential employee records. Generate reports and analytics as needed.
- **Benefits Administration:** Oversee employee benefits programs, including health insurance, leave policies, and other perks.
- **Coordination with Senior HR Coordinator:** Collaborate closely with the Senior HR Country Coordinator to implement HR strategies and initiatives aligned with organizational goals.
- **Policy Implementation:** Ensure consistent application of HR policies and procedures across the Better Cotton India office.
- **Employee Engagement:** Develop and implement initiatives to enhance employee engagement and satisfaction.
- **Advisory Role:** Provide HR-related guidance and advice to managers and employees, ensuring a fair and supportive work environment.

- Exit Processes: Handle employee exits professionally, conducting exit interviews and ensuring a smooth transition.
- HR Reporting: Prepare and present HR reports to the Senior HR Country Coordinator, Country Director and Global Senior HR Manager, offering insights and recommendations.
- Employee Well-being: Promote employee well-being initiatives, including health and wellness global programs.
- Collaboration: Work collaboratively with other HR team members across Better Cotton locations and India team to align HR practices with overall organizational objectives.
- Profile

The selected candidate will have the following skills, knowledge, and experience:

#### *Essential*

- University degree, OR equivalent higher education qualification preferably in Human Resources, Social Sciences or a related discipline
- Relevant work experience of minimum 3 years in a relevant field
- Knowledge of employment law and other government compliance regulations in India.
- Attention to detail, ability to solve problems independently, and persistent in accurately performing repetitive tasks, working diligently to complete processes efficiently
- Demonstrated organizational skills, ability to prioritize tasks and manage time efficiently while maintaining attention to detail
- Good written and verbal communication skills in English and Hindi with the ability to communicate clearly and concisely
- Self-starter and problem solver, comfortable with some self-direction
- Team player with excellent interpersonal skills
- Demonstrated trustworthiness and integrity
- Proficient IT skills, including but not limited to Microsoft suite (PowerPoint, Word and Excel).

#### *Desirable*

- Experience of working in culturally diverse and dispersed organisations.
- Experience of working in a not-for-profit organisation and in an international setup

## Working arrangements

The position is full-time (40 hours per week) and will be based in the Delhi, India. Better Cotton offers flexible working, with core hours being 10am – 4pm. Due to the nature of this role, HR Officer is expected to work from office in Delhi at least 3 days per week, the other 2 days can be worked from home.

## What we offer

- Competitive salary
- The opportunity to work from anywhere in the world for up to one month per year

- Continuous learning and development
- Employees Provident Fund
- Medclaim and Life Insurances
- 25 days paid annual leave, plus 8-9 Bank Holidays and a further 3 days off over Christmas
- Enhanced parental benefits
- A warm, positive working environment where everyone is valued
- The opportunity to make your mark and make a difference.

## Apply now

Send us by or before 06 Jan 2024 midnight your detailed CV (2 pages maximum) and a brief cover letter (1 page maximum) in English via the below link

[Application for HR Officer](#)

## About our Values

The post holder will be expected to operate in line with our workplace values which are:

- **Trustworthy** (including honest, transparent, credible)
- As having **Integrity** (including responsible, authentic)
- **Positive** (including problem-solving, pragmatic)
- **Engaging** (including adaptable, inclusive, holistic)
- **Daring** (including courageous, innovative, game-changing)

## Being you @ Better Cotton

Better Cotton is committed to creating a diverse environment and is proud to be an equal opportunity employer with strong commitment to good practice and transparency in the management of natural, human, and financial resources.

We have a zero-tolerance approach to any attitudes or behaviours that put children or adults at risk of harm. Safeguarding incidents are acts of serious misconduct and are grounds for disciplinary action, up to and including, dismissal and referral to relevant authorities for criminal prosecution. Therefore, all offers of employment are subject to satisfactory references and appropriate screening checks.

## About Better Cotton

Better Cotton is the world's largest cotton sustainability programme. Our mission: to help cotton communities survive and thrive, while protecting and restoring the environment. In challenging times, we are meeting the challenge head on. In the 2020-21 cotton season, through our network of field-level partners, our programme reached 3.9 million people, and 2.9 million farmers in 26 countries received training on sustainable farming practices. A fifth of the world's cotton is now grown under the Better Cotton Standard. We have brought together cotton industry stakeholders to drive our common goals, from ginners and spinners to brand owners, civil society organisations and governments. Everyone who cares about cotton and its sustainable future can now be part of something better.

To learn more about Better Cotton's current work, please visit [this page](#) on our website.

## Our hiring process

If your profile matches our search, you will be contacted by the HR team:

Step 1 : To complete a written assignment and thinking skills written assessment online

Step 2: If you are successful in your written online assignment, you will be invited to the 1<sup>st</sup> interview with the hiring manager(s) and HR. Otherwise, you will receive an email to inform that you are not selected.

Step 3 : If you are successful in the 1<sup>st</sup> interview, but we still want to explore additional areas of your knowledge, skills and experience, you will be invited to attend the 2<sup>nd</sup> final interview.

Step 4 : If you are successful in the 2<sup>nd</sup> final interview, you will be asked to provide at least two references including one from your most recent manager and job.

Step 5 : If your references are satisfactory, you will receive an offer letter from HR. Otherwise, you will receive an email to inform that you are not selected.