



All Peoples Church

& World Outreach

#319, 2nd Floor, 7th Main, HRBR Layout, 2nd Block, Kalyan Nagar
Bangalore 560 043, INDIA

Phone: +91-80-25452617 | contact@apcwo.org | www.apcwo.org

HUMAN RESOURCE ADMINISTRATOR

SUMMARY

APC prides itself as being among the happiest places to work! As our Human Resource Administrator you will help us make this even better and a place where people are empowered to impact the world for Jesus Christ.

VISION

APC is a family church, an equipping center and a world outreach. Our goal is to nurture, disciple, equip and empower God's people to fulfil their God appointed purpose. You will serve in fulfilling this vision by supporting and empowering all the staff at APC.

SCOPE

While primary responsibilities will be to serve APC Bangalore, you will also work with our Missions Coordinator to ensure that pastors and families of our outreach churches are supported and cared for.

Please review the APC Organization Chart available on OUR TEAM page (apcwo.org/about-us/our-team).

ROLE DESCRIPTION

The responsibilities of the Human Resource Administrator include but are not limited to the following:

1. Maintain and update employee records, and HR documents.
 2. Manage internal databases, such as holidays, leaves, etc. in the HRM system.
 3. Review and approve weekly employee timesheets in the HRM system.
 4. Review and approve employee requests for leaves in the HRM system.
 5. Ensure all employees are enrolled for employee benefits.
 6. Be the first point of contact for employees on any HR related queries.
 7. Assist employees with work and performance related problems.
 8. Assist with payroll by providing accounting with relevant employee information, i.e. holidays and sick days taken.
 9. Helping with various arrangements internally, from travel to processing expenses.
 10. Plan and carry out annual employee performance reviews/appraisals, salary revisions, and bonus calculations.
 11. Prepare and analyze periodic employee productivity, performance, other related metrics.
 12. Identify and provide insights to improvements in HR processes and systems.
 13. Generate and execute fresh ideas to strengthen APC's organizational culture and core values, build morale and keep APC among the happiest places to work.
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14. Assist with internal role changes of current employees to make transitions as easy and simple as possible.
15. Write role descriptions and assist in hiring for open positions.
16. Handle new employee documentation, including contracts, recruitment paperwork and orientation.
17. Host monthly staff meetings, annual staff events, etc.
18. Host regular staff training and development events
19. Reviewing and renewing company employee policies and legal compliance.
20. Respond to external enquiries on current/former employees.
21. Focus on confidentiality and maintaining personal data privacy is essential.
22. Develop and implement ideas to care for, motivate, train and develop the volunteers who serve at APC. Work with staff to plan and host training programs, volunteer appreciation days, etc. for those who volunteer at APC.
23. Work with our Missions Coordinator to ensure that pastors and families of our outreach churches are supported and cared for.
24. Share best practices being implemented at APC with APC Bible College students for their learning and use in their churches and ministries.

QUALIFICATIONS/EXPERIENCE REQUIREMENTS

- A bachelor's degree (advanced degree preferred) in Human Resource Management, Business Administration, management or a related field.
- Must be proficient using HR Management software systems and able to navigate new system platforms quickly.
- Must have worked as a HR professional in a corporate environment for a minimum of 3 years. Work experience in a multinational company with international exposure preferred.
- Must have conducted employee training and development to meet organizational requirements and must be able to do this for a Christian organization's needs.
- Must be able to create employee performance review/appraisal systems tailored to a Christian ministry that provide equitable measurements and boost productivity.
- Good understanding of Indian labour laws and compliance.

KNOWLEDGE & SKILLS REQUIREMENTS

- Must be a people person and enjoy seeing people develop and reach their full potential.
 - Must have excellent communication and written skills and be capable of articulating information succinctly and clearly.
 - Must have good organizational skill with ability to prioritize and meet deadlines.
 - Meticulous attention to details with the ability to manage multiple administrative tasks in a timely manner.
 - Global mindset with strong acumen for employee and organization development.
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- Critical thinker who can creatively provide solutions for resolving people problems, optimize processes, etc.
- Successfully work with others on a team, demonstrating true team skills.
- Understand that a job goes beyond a job description and assist with any other administrative tasks as and when they arise.

ADDITIONAL RESPONSIBILITIES

- At APC we are continuously growing and expanding hence, you will be required to share in additional responsibilities.
- Being able to work under pressure and meet deadlines.
- Willingness to work long hours when required.

OPPORTUNITIES

As opportunities arise, and depending on your skills, you will be able to:

- Travel and serve on APC Missions.
- Volunteer at APC

Over time, based on your personal development and performance you will have the opportunity of growing internally at APC to take on other ministry roles that are of interest and suited for you.

As APC is a local church and Christian ministry, all positions require people who are passionate about Jesus Christ, and who are called, anointed and committed to serving Him and people to see lives touched and transformed into Christ-likeness.

Please note, that all staff positions at APC require individuals who have a definite call of God, who are organized, strong leaders, responsible, team players, punctual, committed to excellence, maintaining a strong personal walk with God, leading by example, and sold out to God!