

1. HR Manager

@Materra [<https://www.linkedin.com/jobs/view/2879649550>]

Employment Type: Full-time

Apply within: 7 Days

Stipend: As per the industry standard

Location: Ahmedabad

Responsibilities

About the job:

Materra is looking for an experienced HR Manager to support its rapid expansion in India. The role is flexible - we're looking for someone well-rounded and resourceful with strong problem solving abilities. As an early hire in a young and ambitious startup, this key role will offer independence and growth.

Role and responsibilities:

We're firm believers that the people make the company. Hiring the best talent across disciplines and supporting our employees through their development is one of the most critical aspects of our business.

Your core responsibilities will include:

- Working with the executive team on organisational design.
- Managing the recruitment process across all departments from start to finish, working with recruiting agencies as needed.
- Creating and implementing scalable structures for processes such as onboarding and offboarding, working with team leaders to identify specific needs tailored to each new employee's role.
- Ensuring that existing talent's individual performance aligns to business performance, remains happy, challenged, and has internal growth opportunities.
- Overseeing all employee operational processes in terms of legal documents.
- Handling payroll for the India team using third party services and overseeing Indian labour law compliance.

The role will involve large responsibility and autonomy within the company, and require the ability to work both independently as well as part of a creative core team of engineers, scientists, project managers and more.

Desires Skills and Experience:

Your core:

A minimum of 4 years of relevant People leadership experience with 2 or more years experience providing cross functional support to teams including product, engineering, marketing and finance. Fluency in English, Hindi and Gujarati.

Your strengths:

- Strong relationship building skills and emotional intelligence to build rapport and trust and work effectively with different types of people at all levels.
- Ability to make quick decisions and initiate action in a fast-paced environment.
- Strong strategic and commercial thinking, planning and organizational skills.
- Ability to translate business strategy into practical solutions for employees.
- Ability to write and articulate complex information into simple, easy to understand language for employees and stakeholders.
- A desire to constantly learn and research the latest techniques in modern HR.
- Comfortable in both corporate and grassroots company culture.

What's in it for you:

- Working with a global team shaping the future of fashion sourcing and agricultural tech!
- Work laptop and business cards
- Competitive salary
- 15 days annual leave + 10 days bank holidays + 5 days medical leave
- Flexible working hours

We are an inclusive company and our multidisciplinary team reflects the way we aim to work going forward. We encourage people with diverse skill sets and backgrounds to apply.

How to Apply

Apply on linkedin: <https://www.linkedin.com/jobs/view/2879649550>

2. Account cum Admin Officer

@Materra [<https://www.linkedin.com/jobs/view/2884926911>]

Employment Type: Full-time

Apply within: 7 Days

Stipend: As per the Industry standard

Location: Ahmedabad

Responsibilities

About the job

Materra is looking for an Account cum Admin Officer to manage our finance and admin work in Gujarat. The role is flexible - we're looking for someone well-rounded and resourceful with strong problem-solving abilities. As an early hire in a young and ambitious startup, this key role will offer a great amount of learning and growth opportunities.

Roles and responsibilities:

- Develop and implement all finance, accounts and admin policy in line with the Materra's protocol.
- Review and process reimbursements; preparation of monthly expense statements.
- Manage petty cash accounts as and when required with joint custody of the line manager.
- To ensure Vendor KYC, account information and other details are provided along with statements of expenses to facilitate centralized payment.
- To support and facilitate internal and external audits under instruction and supervision of line managers.
- Provide a critical link between the company, CA, bookkeeper officer and HR service company on finance and accounts matters.
- Provide finance, administration and logistics support during events, training and meetings.
- Participate in payroll processes and oversee statutory compliance and update policy change to avoid any risk.
- Periodically verify all the asset coding and ensure adequate controls are in place over use of assets as per policy.
- Identify and address account discrepancies.

The role will involve large responsibility and autonomy within the company, and require the ability to work both independently as well as part of a creative core team of engineers, scientists, project managers and more.

Desired skill and experience:

Language:

Gujarati - fluent (required)

English - fluent (required)

Hindi - fluent (preferred)

Essential:

- Bachelor's degree in Commerce / Accounting, Business Administration or equivalent.
- Knowledge of Financial Instruments and Bank Dealings.
- Accounting in Tally ERP or QuickBooks and other accounting software
- Strong people and negotiation skills.
- Comfortable in doing regular day trips to meet vendors, CA, bookkeepers etc.
- Strong problem-solving attitude, who can work effectively in a team and independently depending on the task at hand.
- Comfortable dealing with ambiguity and shifting priorities.
- Passionate about learning, personal and professional development.

Preferred:

- Minimum of 2-3 years of experience in finance and administration
- Experience in people management
- Holder of a driving license to visit vendors and service providers
- Planning, coordination & Administration skills
- Basic Business Correspondence Skills
- Knowledge of Agri-extension projects
- Interest in sustainability, agriculture and fashion supply chains

How to Apply

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