



WELLINGTON
COLLEGE
INTERNATIONAL
PUNE

JOB TITLE	HR Executive	DEPARTMENT	Non-Academic
REPORTS TO	Head of HR		

Wellington College International Pune (WCIP) is looking for an inspirational and experienced candidate to work in the HR department.

Wellington College International Pune (WCIP) will be the eighth in the Wellington College International family and the first of several planned for India. Allied to the Unison Group, one of India's leading educational providers and renowned for quality and academic rigour, WCIP will benefit from a strong partnership and collaboration with Wellington College UK and Wellington College schools in China and Thailand. This core partnership with Wellington College UK is pivotal for every school and WCIP embraces this authentic relationship, leveraging upon the outstanding quality of education exhibited across the network of schools.

Main Task and Responsibilities:

Key Responsibilities

- Lead the end-to-end recruitment process, including job postings, candidate sourcing, screening, and interviewing.
- Collaborate with hiring managers to understand job requirements and create accurate job descriptions.
- Use various recruitment platforms (LinkedIn, job boards, etc.) to source and attract talent.
- Conduct initial interviews and assessments of candidates.
- Coordinate with internal teams and external vendors for interview scheduling and selection.
- Support in the creation and distribution of offer letters, contracts, and other employment documentation.
- Maintain a database of qualified candidates for future openings.
- Manage and maintain accurate employee records and HR databases.
- Manage and maintain employee personal files (soft/hard) and employee master
- Assist with employee onboarding, including documentation, orientation, and training schedules.

Person Specification

Essential Experience / Qualifications Required

- At least 1-3 years of experience in recruitment or HR administration.



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- Prior experience in school or educator recruitment is preferred.
- Exceptional communication and interpersonal skills.
- Ability to work both independently and as part of a team.
- Male candidates preferred.

Essential Values, Behaviours and Attitudes:

- The role demands a multitasker who can effortlessly liaise with all the other teams, efficiently manage the roles and duties within the team, and finally get the job done well in time.
- Should be well organized, process driven and a team player.
- Embody the five core values of Wellington College at all times (courage, integrity, kindness, respect and responsibility).
- Personal integrity, accountability and credibility.
- Strong mind-set for continuous improvement to meet or exceed expectations.
- Time management and ability to multi-task and prioritize, ability to work under pressure.
- Discrete and sensitive to confidentiality.
- Responsible, self-motivated, detailed-minded, professional, organized, independent and mature.
- Good team player as well as good team leader.