

HR & Admin Lead

Department	Human Resources & Administration
Location	Mumbai (Andheri East)
Experience Required	4 to 5 years
Prior Role	HR Generalist / HR Business Partner (HRBP)
Reporting To	Leadership / Founding Team

Role Overview

The Digital Fifth is looking for a hands-on HR & Admin Head to independently own the entire HR and administrative function for the organization. This is a true end-to-end role, you will be responsible for the complete employee lifecycle (hiring to exit), day-to-day HR operations, strategic workforce planning, and full administrative management, including vendor and office space management. The ideal candidate is someone who has grown through a Generalist or HRBP role and is ready to independently lead the HR and Admin charter for a growing BFSI consulting organization.

Key Responsibilities

1. End-to-End HR Function (Hiring to Exit)

- Own the complete employee lifecycle — recruitment, onboarding, confirmation, performance management, and exit/offboarding.
- Drive hiring across lateral and campus channels, partnering with functional leads to close open positions within timelines.
- Design and execute structured exit processes, including exit interviews, clearance, and full-and-final settlement coordination.

2. Workforce Planning & Strategic HR

- Partner with leadership on workforce planning — headcount forecasting, budgeting, and org structuring aligned to business growth.
- Build and maintain HR dashboards and reports (hiring status, attrition, engagement metrics) for leadership visibility.
- Contribute to HR policy design and process improvement as the organization scales.
- Support leadership with data-backed inputs for key people's decisions.

3. HR Operations

- Manage onboarding and induction to ensure a smooth, structured start for every new joiner.
- Oversee monthly payroll processing and coordination with finance/payroll vendors, ensuring accuracy and timeliness.
- Drive employee engagement initiatives, calendars, and programs that build culture and retention.
- Act as the first point of contact for employee grievances, ensuring timely, fair, and confidential resolution.
- Maintain and update HR records, policies, and compliance documentation.

4. Admin Management

- Independently manage the end-to-end administrative function for the office.
- Manage vendor relationships — sourcing, negotiation, onboarding, and tracking (housekeeping, security, facility vendors, etc.).
- Oversee office space management, including upkeep, seating, supplies, and coordination.
- Ensure smooth day-to-day office operations and act as the single point of contact for all admin-related needs.

Candidate Requirements

- MBA in Human Resources.
- 4-5 years of relevant experience, with prior exposure to an HR Generalist or HRBP role.
- Prior experience in a start-up environment is preferred.
- Demonstrated ability to independently manage HR operations without heavy supervision.
- Working knowledge of payroll coordination, statutory compliance basics, and HR MIS/dashboards.
- Prior exposure to vendor and office administration is preferred.
- Strong communication, organization, and stakeholder-management skills.
- Comfortable working in a fast-paced, small-team consulting environment where the role spans both strategic and operational work.

What This Role Offers

This role is built for someone who wants to own HR & Admin end-to-end. Specifically, you'll get:

- **Full ownership:** You will run, and be accountable for the entire HR and Admin charter, not just execute a checklist handed down from above.
- **Direct access to leadership:** You'll work closely with the founding team, with your inputs feeding directly into business and people decisions, not filtered through multiple layers.
- **Room to build, not just maintain:** As the company scales, you will have the opportunity to design HR processes, policies, and systems from the ground up rather than inherit a fixed playbook.
- **Breadth over specialization:** Genuine exposure across strategic HR, operations, and admin, ideal for someone looking to grow into a senior HR leadership role.