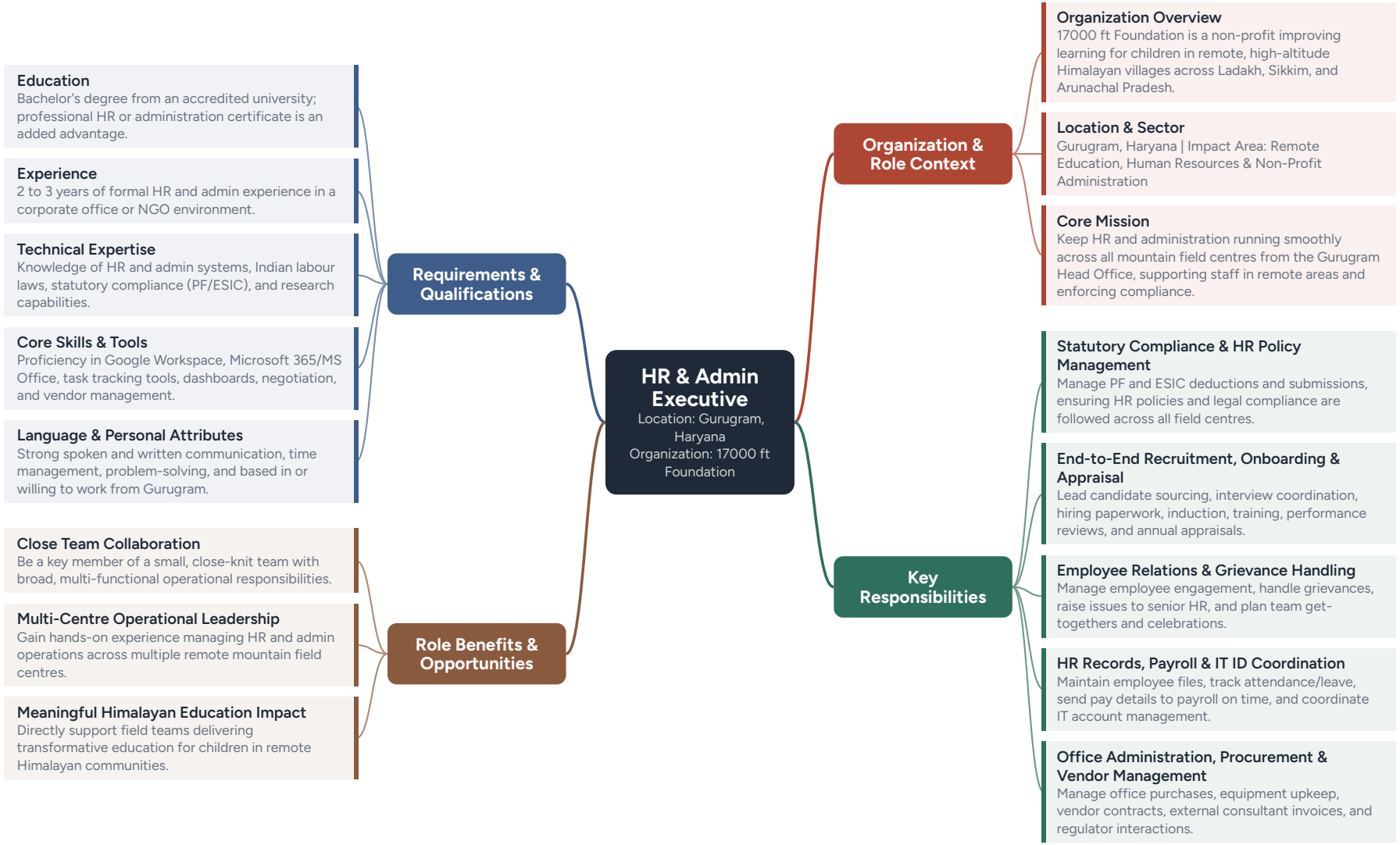
17000 ft Foundation

HR & Admin Executive in Gurugram | 17000 ft Foundation

Gurugram, Haryana · full-time · mid level · Competitive · Closes 15 Nov 2026

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Skills this role needs

- HR operations and statutory compliance
- PF and ESIC administration
- Recruitment and onboarding
- Office administration and vendor management
- Google Workspace and MS Office

Job description

17000 ft Foundation

17000 ft Foundation works to improve learning for children in remote, high-altitude villages in the Himalayas, where schools are often cut off for months each year. The team works with government schools to set up libraries and play spaces, train teachers, and bring digital learning tools into classrooms. They work closely with local communities and education departments so that the change lasts. The foundation runs its work from field centres in the mountains, with support from a Head Office in Gurugram.

Role

As HR & Admin Executive, you will join a small team at the Head Office that keeps HR and administration running smoothly across all field centres. You will report to the Senior Manager HR and work closely with field office teams to put HR policies and legal compliance in place, so staff working in remote areas are well supported and the offices run well.

Responsibilities

- Manage statutory compliance, including PF and ESIC deductions and submissions to regional offices, and make sure HR policies and processes are followed at every centre.
- Lead the recruitment process by finding candidates, coordinating interviews and completing hiring paperwork, then support induction, onboarding and staff training.
- Coordinate the performance review cycle, including review discussions and annual appraisals.
- Handle employee relations, engagement activities and grievances, raising issues with the senior HR team when needed.
- Maintain employee files, letters and HR records, manage attendance and leave, and send monthly pay details to the payroll team on time.
- Process bills, invoices and contract renewals for external HR consultants, and coordinate with IT to create, change and remove staff IDs.
- Manage office administration, including cost-effective purchases, equipment upkeep, maintenance contracts and renewals.
- Plan team get-togethers, festivals and celebrations, and deal with government bodies, regulators and recruitment consultants.

Requirements

- A bachelor's degree from an accredited university, with a professional certificate in HR or administration as an added advantage.
- 2-3 years of formal work experience in HR and admin in a corporate office or NGO.
- Good knowledge of HR and admin systems, labour laws and statutory compliance.
- Strong spoken and written communication, with good negotiation and vendor management skills.
- Proficiency in Google Workspace, Microsoft 365 and MS Office, along with standard tools for task tracking, follow-ups, dashboards and reporting.
- Good problem-solving and time management skills, with the ability to meet deadlines.
- Some experience doing primary or secondary research.
- Based in or willing to work from Gurugram, Haryana.

Benefits

- Be a key member of a small, close team with a wide range of responsibilities.
- Gain hands-on experience running HR and admin across several field centres.
- Help support teams working for children's education in remote Himalayan communities.

Apply

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About the organisation

17000 ft Foundation

Education

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About 17000 ft Foundation

17000 ft Foundation works to improve the quality of education in government schools in the remote frontier villages of the Indian Himalayan Region. It was set up in response to families leaving mountain villages. Because there are no good schools nearby, children as young as three are sent to boarding schools in distant towns, and families often end up moving to the cities to be with them. The foundation's position is that geography and distance should not be barriers to equal learning opportunities. Its approach is to bring quality education to children close to their homes, even in the most isolated hamlets, so that the social fabric of these heritage villages is preserved. It currently works in Ladakh, Sikkim and Arunachal Pradesh.

Major Areas of Work

- School quality improvement: Strengthening government schools in frontier villages so children can get a good education without leaving home.
- Digital access: Bringing digital learning resources to schools in villages that are off-grid and off-network.
- Teacher development: Training teachers in current teaching methods in schools that are too remote to get regular training.
- School infrastructure: Building learning and play spaces in schools in high-altitude areas with harsh winters and difficult terrain.
- Community engagement: Working with Village Education Committees and local communities to support their schools.

Major Initiatives and Programmes

- DigiLab cum Library: A combined digital learning lab and library set up in partner government schools.
- Playgrounds: Play spaces built for children in remote schools.
- Local-language storybooks: Children's books in regional languages such as Bhoti, made to be easy for young readers to understand.
- Take-home tablets: Tablets that students can take home so they can keep learning outside school hours.
- Winter Learning in Ladakh: Support that lets children keep learning during the long winter months when schools in Ladakh are closed.

Impact

17000 ft Foundation states that it works in more than 450 remote schools and has given more than 150,000 children access to quality education near their homes in Ladakh, Sikkim and Arunachal Pradesh. The organisation reports a 50% fall in dropout and migration in the schools it has adopted. It also reports a 30% average increase in enrolment in the government schools it has adopted.

The foundation's work takes place in some of India's most remote places, including high-altitude border villages with extreme weather and little connectivity. Staff work closely with government schools, teachers, village committees and local administrations, which gives them direct experience of public education delivery and community-led change. The work suits people who care about fair access to education and who can work well in tough field conditions. It also suits people who want to see clear results in schools and communities.

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