

Walk In for HR Executive MBA- Jaipur (1 – 3 yrs)

Description

1. Training and Development
2. Staff Recruitment & Retention
3. Employee Relations
4. Joining formalities
5. Alternative Dispute Resolution
6. Benefits Administration
7. HR Program/Project Management
8. Orientation & On-Boarding
9. ESI, PF, Salary, Admin.

Skills

Human Resource Management, HR Executive, HR Manager, Human resource manager, HR

Responsibilities

1. Assist with day to day operations of the HR functions and duties.
2. Provide clerical and administrative support to Human Resources executives.
3. Compile and update employee records (hard and soft copies).
4. Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc).
5. Coordinate HR projects (meetings, training, surveys etc) and take minutes.
6. Deal with employee requests regarding human resources issues, rules, and regulations.
7. Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc).
8. Communicate with public services when necessary.
9. Properly handle complaints and grievance procedures.
10. Coordinate communication with candidates and schedule interviews.
11. Conduct initial orientation to newly hired employees.
12. Assist our recruiters to source candidates and update our database.

Qualifications

Any Graduate – Any Specialization

Employment Type

Full Time

Valid through

August 16, 2018

Industry

IT

Job Location

Jaipur

Working Hours

10AM – 7PM

Base Salary

Rs 140000 - Rs 500000

Date posted

June 22, 2018