

HR Executive and Admin

Responsibilities

1. Recruitment and Onboarding:

- Source, screen, and shortlist candidates for various job roles.
- Conduct interviews and coordinate the hiring process.
- Facilitate onboarding for new hires, including orientation and documentation.

2. Employee Engagement and Relations:

- Act as the point of contact for employee queries and grievances.
- Organize employee engagement activities to promote a positive workplace culture.
- Mediate and resolve workplace conflicts in a fair and professional manner.

1. Performance Management:

- Support performance appraisal processes and provide guidance to managers.
- Monitor employee performance and suggest training programs to bridge skill gaps.

1. HR Policy and Compliance:

- Ensure compliance with labor laws and company policies.
- Update and maintain employee records and HR systems.
- Draft, implement, and communicate HR policies and procedures.

5. Payroll and Benefits Administration:

- Coordinate with the finance team for accurate payroll processing.
- Assist employees with benefits-related queries and ensure timely enrollment.

6. Learning and Development:

- Identify training needs and coordinate employee development programs.
- Collaborate with external trainers or internal experts to deliver training sessions.

Qualifications

1. 2-4 years of experience in HR or related role.
2. Undergraduate degree.
3. Fluent in English, Hindi.
4. Excellent communication.
5. Familiarity with HR-related laws and regulations.
6. Proficiency in Microsoft Office.
7. Strong organizational and time management skills.
8. Ability to maintain a high level of confidentiality.

Hiring organization

Pulse HRM

Employment Type

Full-time

Job Location

Chennai

Date posted

January 24, 2025

Valid through

24.02.2025

9. Proficiency in Microsoft Office & Excel.