

JOB PROFILE - HR EXECUTIVE

For clarity of purpose , please find the job profile/duties entailed below :

- Co-ordinating and assisting with all activities related to identifying vacancies , job profiles, required qualifications etc.
- Job vacancy posting on linked-in, social media profiles, other job portals
- Monitoring the postings, selection of applicants as per approval from management, co-ordinating interviews/interactions with management for final selections.
- Co-ordinating/ Organising employment offers for selected candidates as per candidate approval from management & remuneration approval from finance head.
- On-boarding & induction - orientation of new staff, ensuring proper documentation, introduction with existing team, helping new joinee with settling in.
- Employee communication & engagement.
- Employee activities & trainings
- Performance appraisals
- Bonus, Increment, PF & Gratuity calculations as per approval from Finance head.
- Leave, Attendance & WFH handling
- Conflict Management
- Any administration work related to seamless staff working
- Any other matter essential for employee-employer relations

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