

Job Title – HR Executive

Skills Needed:-

- Hiring candidates
- Must have experience in hiring at entry level
- Monitoring employee's behaviour in the organisation .
- Handling employee grievances.
- Attendance, Time-management, Updating leave status etc.
- Maintaining rapport with the employees.
- Providing perks and incentives that boosts the employee morale.
- Ensure that each and every employee feels free to approach and discuss their concerns so that proper resolution is provided.
- Monitor the manpower requirement because lack of manpower leads to zero productivity.
- Check whether proper training is given to the employees or not.
- Ascertain the performance of the employees.

Basic Requirement:

Gender - both

Education – Graduate

Language - Good English & Hindi

Experience - 2 - 5 Years

Work days - Monday to Saturday

Work timings -9.00 am to 6.00pm

Salary – 15,000 to 25,000