

Executive- Human Resources (HR Generalist Role)

Location: Mumbai

Profile Summary:

To support the organization within the area of humanresources operations.

Key Responsibilities

Recruitment and On-boarding:

- Screen and short list candidates
- Coordinate to prepare offer letters
- Fixation of salary
- Complete appointment and joining formalities.

Payroll:

- Support and assist in payroll processing activities
- Reconcile leaves and attendance
- Coordinate and complete HR compliance related issues

HR Administration and Coordination:

- Handling all employee enquiries & grievances as required.
- Coordinating with staff to address any HR related concerns and issues
- Ensuring all HR records are kept up-to-date including Employee files
- Employee exit management and coordination activities

Job Qualifications:

- Education: A graduate in any discipline preferably with a Diploma in HR

Experience:

- 2-3 years of experience in handling recruitment , HR and payroll activities

Skills / Attributes:

- Good verbal and written communication skills, ability to deal people politely, willingness to learn.
- Good interpersonal skills.
- A "Can do approach" to work and a strong sense of commitment towards work.