

## **Designation: HR Executive**

Type: Full Time

### **Role Description**

The role focuses on achieving Key Performance Indicators (S, Q, D, C, M, S) in HR & Administration.

Responsibilities include:

- **Time Office Function:** Managing attendance, leave, salary processing, legal compliance (ESI/PF/P.Tax), full & final settlements, bonus/gratuity, service rules, discipline, and coordination with payroll/legal agencies.
- **Administration:** Overseeing housekeeping, pantry services, safety awareness, seating arrangements, meeting schedules, outdoor duty registers, visitor records, interview coordination, and pay slip distribution.
- **HR:** Maintaining personal files, conducting induction training, handling circulars/notices, and supporting recruitment.
- **System:** Updating ERP data, generating reports, and providing analysis with action plans.

### **Qualifications**

- Minimum 3 Years of Experience in HR Time Office & Admin
- HR Management and HR Operations skills
- Employee Relations and HR Policies knowledge
- Experience in Human Resources (HR) functions
- Excellent organizational and Time Management Skills
- Strong Interpersonal and Communication Abilities
- Ability to Work Effectively in a Team Environment
- Knowledge of Labor Laws and Regulations