

<b>Department</b>	HUMAN RESOURCE MANAGEMENT	<b>Applicability</b>	Recruitment
<b>Document Type</b>	1 PAGE OVERVIEW		
<b>Document Subtype</b>	HR Executive	<b>Author</b>	Team, HR

**Introduction:** You will be responsible for handling a variety of tasks related to Human Resource Management & Recruitment.

**Candidate Profile:**

1. Nine Hours Shift (Between 8:30a.m. - 7:30p.m.); Mon – Sat (2 Saturdays off), with 1 hour of break.
2. Computer Proficiency: Very Good required for:
  1. MS Office
  2. Internet Browsing
  3. Good with MS Excel (Preferred)
  4. Google Docs & Sheets (Preferred)
3. Qualification:
  1. Minimum Graduate.
  2. MBA (HR) Preferred.
  3. Computer & other certifications preferred.
4. Should have prior experience minimum of 1 year as an HR Executive.
5. Should possess excellent communication skills.
6. Detail Oriented Person.
7. Salary (In-hand): 15,000-20,000 per month.
8. Designation and salary will be negotiable for deserving candidates as per their current designation status.
9. No. of positions: 2

**Task Profile:**

1. Recruitment & all allied activities (Recruitment - 70% Generalist - 30%).
2. Assist with day to day operations of the HR functions and duties.
3. Maintaining attendance & leaving records of all the employees & engagees.
4. Compile and update employee records (hard and soft copies).
5. Deal with employee requests regarding human resources issues, rules, and regulations.
6. Assist in payroll preparation by providing relevant data.

**NOTE:** This is a brief & may not be an exhaustive overview of the tasks. This list may be expanded or contracted with due intimation to the incumbent.

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I have read & acknowledged the above mentioned Scope of Work – cum – Job Description document.

Name:

Sign:

Date