

Department	HUMAN RESOURCE MANAGEMENT	Applicability	Recruitment
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Document Subtype	HR MANAGER	Author	Team, HR

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

Candidate Profile:

1. 9 hrs Shift. (Alternate Saturdays off)
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 3 years in the HR Team.
5. Minimum 1 Year as HR team head (Preferred).
6. Should possess excellent communication skills.
7. Detail Oriented Person.
8. Salary: 2.5-5 Lakhs per annum CTC. Designation and salary will be negotiable for deserving candidates as per their current designation status.
9. No. of positions: 1

Task Profile:

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

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.

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

Name:

Sign:

Date