

# HR Executive

○ Full Time    ↗ New Delhi    📅 1-2 Years Experience

We're looking for a proactive **HR Executive** to support recruitment, employee onboarding, attendance management, HR documentation, employee engagement activities, and day-to-day human resource operations within the organization.

## Key Skills We're Looking For

|                 |                        |
|-----------------|------------------------|
| ✓ Recruitment   | ✓ Employee Relations   |
| ✓ HR Operations | ✓ Communication Skills |

## Roles & Responsibilities

- ▶ Support end-to-end recruitment including sourcing, screening, scheduling, and coordinating interviews.
- ▶ Manage employee onboarding and induction to ensure a smooth new-hire experience.
- ▶ Maintain and update attendance, leave records, and employee databases accurately.
- ▶ Prepare and maintain HR documentation such as offer letters, appointment letters, and policies.
- ▶ Plan and execute employee engagement activities to strengthen workplace culture.
- ▶ Address employee queries and support day-to-day HR operations and grievance handling.
- ▶ Assist with performance review cycles, exit formalities, and compliance documentation.
- ▶ Coordinate with department heads to understand and fulfill hiring needs.

## What We're Looking For

- ▶ 1-2 years of experience in an HR generalist or HR executive role.
- ▶ Hands-on experience with end-to-end recruitment and sourcing platforms (Naukri, LinkedIn, etc.).
- ▶ Good understanding of HR operations, documentation, and attendance/leave management.
- ▶ Strong interpersonal and communication skills to manage employee relations effectively.
- ▶ Ability to maintain confidentiality and handle sensitive information with discretion.
- ▶ Proficiency in MS Office/Google Workspace and HRMS tools.
- ▶ A people-first attitude with strong organizational and multitasking abilities.

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|-----------------------|-----------------------|-------------------------|------------------------|
| JOB TYPE<br>Full Time | LOCATION<br>New Delhi | EXPERIENCE<br>1-2 Years | OPENINGS<br>1 Position |
|-----------------------|-----------------------|-------------------------|------------------------|

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