

**Role** : **Senior Executive-HR**  
**Department** : **HR**  
**Qualification** : **Graduate**  
**Experience** : **Min. 3 years;**

### **Broad Functions**

1. Assist with day to day operations of the HR functions and duties.
2. Provide clerical and administrative support to Human Resources Department.

### **Main Duties -**

- Maintenance of employee database.
- Assisting senior in recruitment process i.e. arranging & conducting Interviews as and when required.
- Conducting various welfare activities.
- Regular updating of communication channels.
- Prepare and submit all relevant HR letters/ documents/ certificates as per the requirement of employees in consultation with the management.
- Conduct employee orientation and facilitate new comers joining formalities.
- Maintain and regularly update master database (personal file, personal database, organization structure) of each employee.
- Managing Attendance for employees & updating monthly shift roaster as per timeline.
- Arranging & coordinating training programs for employees as per requirement.
- Prepare letters like offer, appointment, confirmation, resignation acceptance, experience certificate etc.
- Handling employees' contract renewal process & managing documentation.
- Handling Group medical insurance & maintaining records related to GMC & GPA
- Updating payroll system & Manpower status (MPS)
- Sending circulars of new appointees.
- Timely renewal of contract for employees.
- File management – timely compile and update employee records (hard and soft copies) within stipulated time.
- MIS preparation related to HR
- Monthly Recruitment & Selection report
- Assist in various events whenever required.
- Assist in Audit and ensuring all documents are in line as per the various norms.
- Resolve grievances or queries that any of the employees have. Escalate to the right level depending on the nature of the grievance or issue.
- You will be assigned any other additional job responsibilities which may arise in future as per the needs of the institute.
- Apart from the above task, Institute expects your involvement and support for the various promotional activities undertaken by the institute.