

Role: HR Executive

Location: Bodakdev, Ahmedabad

Qualification: MBA in HR

Experience: Min 5-8 years in MFG industries

Preference: Female candidate

Key Responsibilities:

- Recruitment procedure (offer letter, Appointment letter, Agreement)
- Induction & Joining Formalities
- Preparing job descriptions, advertising vacant positions, and managing the employment process.
- Orientating new employees and training existing employees.
- Overseeing the health and safety of all employees.
- Ensuring meticulous implementation of payroll and benefits administration.
- Communicating with staff about issues affecting their performance.
- Design compensation structure and benefit packages for Employees/Interns.
- Implement performance review procedures (e.g. quarterly/annual and 360° evaluations)
- Implement effective sourcing, screening and interviewing techniques
- Assess training needs and coordinate learning and development initiatives for all employees.
- Monitor the HR department's budget and targets.
- Create Strategies and run referral bonus programs
- Cross verification of New Employee (Previous Employers, Residing Address, Phone NOs, Family Members).
- Office Management To Check All profile (Justification of Profile, Responsibilities, Duties) : Reception, Peon, Office Boys
- Uniform checkup, Muster Management, Visitors Book, Employee Inward & Outward Register, Inward & Outward Register for Documents & Event Stuff
- Keys, Mobiles, Other Electronic Gadgets Responsibilities
- Employee Engagement Activity, Surprise Birthday Celebration, Tour & Family Get-to-gather
- Maintain employee life cycle till full & final settlement.
- Maintain internal employee database with all related Documents.
- Design and execute the policy.
- Prepare all register related to factory act & Labour act.

Skills Required:

- **Communication skills.**
- **Administrative expert. Administrative tasks remain a major part of the HR role.**
- **HRM knowledge and expertise.**
- **HR strategy creation & execution.**
- **Managing priorities.**
- **Proactivity.**

Perks and Benefits

- Best in the industry / Monthly: 40 to 45k
- Paid Leaves / Bonus / Yearly increments/ Cell phone reimbursement
- Work independently / Stress free environment