

**Job Title:** HR Executive

**Location:** Okhla Phase 2

**Experience Required:** 1-2 Years

**Salary Package :** 25k - 32k

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### **Job Summary:**

We are looking for a proactive and detail-oriented **HR Executive** to join our team. The HR Executive will play a key role in managing day-to-day HR operations, implementing company policies, and supporting the organization in recruitment, employee engagement, and compliance.

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### **Key Responsibilities**

#### **1. Recruitment & Onboarding**

- Source, screen, and shortlist candidates through job portals, social media, and employee referrals.
- Coordinate interviews and support in the final selection process.
- Manage pre-joining formalities, offer letters, and onboarding processes.
- Maintain updated recruitment trackers.

#### **2. Employee Lifecycle Management**

- Maintain employee records, attendance, and leave management systems.
- Handle joining, confirmations, transfers, and exit formalities.
- Support payroll processing with attendance and leave data.

#### **3. Policy Implementation & Compliance**

- Ensure smooth implementation of **company policies** (leave, attendance, conduct, grievance, etc.).
- Draft, update, and circulate **HR policies and procedures** in line with management directives.
- Ensure compliance with labor laws, PF, ESI, gratuity, and other statutory requirements.
- Educate employees about organizational rules, discipline, and ethical standards.

#### 4. Employee Engagement & Performance

- Organize employee engagement activities, team events, and celebrations.
- Support in performance appraisals and coordinate with managers for evaluations.
- Address employee queries related to policies, leaves, salary, and workplace issues.

#### 5. General HR Administration

- Prepare HR-related letters (offer, appointment, confirmation, experience, etc.).
- Maintain confidentiality of employee information.
- Provide regular HR reports to management.

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### Requirements

- Bachelor's/Master's degree in HR, Business Administration, or related field.
- 1–3 years of experience as an HR Executive or similar role.
- Strong knowledge of HR practices, company policy frameworks, and compliance.
- Excellent communication and interpersonal skills.
- Strong organizational skills with attention to detail.
- Proficiency in MS Office and HRMS tools.

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### Company Policies Responsibility

The HR Executive will:

- Ensure all employees follow company's **Code of Conduct** and **Workplace Ethics**.
- Monitor and manage **leave policy, attendance, punctuality, and disciplinary actions**.
- Draft and update policies on **work from home, late coming, early leaving, and holidays**.
- Communicate changes in policies to employees and ensure acknowledgment.
- Support management in policy enforcement and corrective measures.