

## **JOB DESCRIPTION**

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**ROLE:** Executive - HR

**SALARY:** Negotiable

**REPORTS TO:** Manager - HR

**WORKING HOURS:** Monday to Friday, 08:30am to 05:30pm (UK Timing), occasional Saturdays for training (Indian Timing)

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### **PRIMARY RESPONSIBILITIES:**

- To be the first point of contact for any HR related queries and to deal with them in a professional and effective manner.

### **SECONDARY RESPONSIBILITIES:**

- Collecting necessary documents of new starters in timely manner.
- Assisting in Induction, like making new starter's pack and printing necessary forms.
- Drafting and issuing job offer letter and appointment letter on time.
- Updating Employee details in MS Office and save electronic copy in employee's folder.
- Fill out user creation and door access card forms for selected and job offered candidates.
- Daily Intranet and employee record update.
- Prepare Payroll reminders accurately.
- Intimating employees to fill out 3month, 6month and yearly review form.
- Update leavers file and assisting in smooth exit formalities of leavers.
- Daily time record update and highlight unauthorised lateness and absenteeism.
- Assisting in new salary bank account opening to new starters.
- Update new starter and leaver details to Insurance Agent and LIC.
- Drafting and issuing employment confirmation, payrise, promotion and relevant requested letters.
- Filing regularly and manage all employee's database up-to-date.
- Prepare reports as per management requirement.
- Any other duties as required.

### **ESSENTIAL EXPERIENCE:**

- Previous 1-3 years' experience in HR necessary.
- Commerce graduate with HR qualification.
- Clear speaking and written communication skills.
- Team player.
- Ability to use own initiative.
- Competent in MS Office.

Cab service available for Female candidates (Pickup & Drop).