

JOB DESCRIPTION

Job Role: HR Executive

Job Location: Hyderabad/ Bangalore

Experience: 0-3 Years

Job Description:

Looking for a HR professional with excellent communication skills, superior ability, a dynamic and result-oriented individual having experience in core HR activities, possess excellent knowledge of recruiting and hiring processes including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing.

Role and Responsibilities:

The HR Executive will maintain a complete and accurate record of payroll information in support of internal reports, payroll preparation and distribution of online panels, and directly entering data from input forms. Performs specialized human resources related functions in the human resource department environment. Researches, reviews, analyzes, and recommends actions from various specialized personnel reports.

- Proper selection & Timely recruitment of employees
- Payroll Processing
- Statutory compliances relating to HR
- Preparation of salary statement
- Managing PF, ESIC, PT, Gratuity
- Managing Leaves and Attendance
- Orientation, Induction & Onboarding Formalities
- Training & Development
- Preparing Offer letters, Appointment Letters and Exit formalities
- Employee Relationship & Engagement Activities
- Compensations & Benefits
- Policy Implementation

Qualifications:

- A minimum of 2 years experience in HR, with an astute personality.

- Efficient HR administration and people management skills, Change Management experience.
- Strong Communication, decision-making, and problem-solving skills.
- Exposure to Employee Relations, Employee Engagement and Diversity and Inclusion areas.
- Candidates must possess at least Bachelor's/College in any specialization.

Interested candidates can reach out to us at [**hr@mopedo.in**](mailto:hr@mopedo.in)