

Job Description

HR Executive

Qualification

Bachelor's degree in any discipline preferably with Master's Degree with specialisation in HR.

Experience

More than 3 years of experience in relevant areas.

Responsibilities:

Recruitment:

- Understanding the Job description and sourcing candidates with desired skills
- Sourcing of profiles using different job portals.
- Arranging interviews and follow up.
- Maintain and develop pipeline of eligible candidates for future open positions
- Arranging for interviews by coordinating with the Panel members and capturing minutes
- Maintaining and updating the database of the candidates
- Performing the Background verification of the selected candidates
- Enter the JRF/SRF/PDF data in the ERP System

Induction and On-Boarding

- Giving a description on the policies, procedures and culture followed by the University
- Properly filing the relevant document of the new joiner as required
- Introducing the new joiner to the team and the Head of the Department and explaining the mode of communication
- Coordinating with the IT team to create email and Digital ID

Attendance, Leave records and Insurance

- Keeping a track of the attendance of the staff
- Filing the leave forms and keeping track of the leaves taken
- Maintaining and coordinating with accounts team on the insurance premium amount and domiciliary amount

Performance Management

- Following up the dates for Probation confirmation, Appraisal for Teaching and Non-teaching staff
- Helping in executing the performance management system

Employee Engagement

- Taking initiatives to engage the staff to their work
- Coordinating tours for staff and their family

Exit Formalities

- Keep a track on employee turnover and exit rate
- Coordinating exit interviews of candidates who are resigning
- Coordinating on the Full and Final settlement for the resigned staff with payroll team

Other Attributes

- Good Communication in written & verbal
- Pleasing Personality
- Functional Knowledge of all Statutory compliances
- Knowledge in ERP or any automation systems of academic Institution
- Working knowledge in MS Office Suite