

HR Associate

Qualification

Bachelor's degree in any discipline
MBA-HR / MSW / MHRM / MA-HR is preferred

Experience

More than 3 years of experience in relevant areas.

Responsibilities:

- Sourcing profiles, arranging interviews and follow up.
- 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
- Induction and On-Boarding
- Properly filing the relevant document of the new joinee as required
- Coordinating with the IT team to create email and Digital ID
- 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
- Following up for Probation confirmation, Appraisal for Teaching and Non-teaching staff
- Executing employee welfare activities
- Conduct exit interviews
- Coordinating with the payroll team as and when required

Skills required:

- Working knowledge in MS Office Suite
- Functional Knowledge of all Statutory compliances
- Good written & verbal communication
- Interpersonal relations
- Knowledge in ERP or any automation system in academic Institution is preferred