

Senior HR Executive (Generalist)

Responsibilities

Key Responsibilities in the role:

- Planning human resource requirements in consultation with Team Leaders and Managers of different departments and coordinating selection interviews
- Providing clear job definition to the candidates, screening for performance, testing competencies and conducting interviews
- Identifying candidates based on technical and non-technical requirements, scheduling and conducting interviews and verifying candidate's credentials & career expectations
- Negotiating compensation packages, reference checking and hand holding the candidates till joining.
- Employee Database Management
- Documentation and completion of joining formalities (Induction, Introductions etc.) and exit formalities
- Attendance & Leave Management
- Employee training and development
- Co-coordinating and conducting the performance reviews of employees
- Conducting Exit Interviews for employees and recording them accordingly
- Assisting management team in day-to-day administration activities
- Proactively lead Employee Engagement activities

Qualification and Experience

- MBA/PG in HR.
- Must have 3 - 6 years IT Recruitment Experience.
- Immediate Joiners preferred

Skills

- Excellent English Communication Skills (both written and verbal)
- Excellent Interpersonal Skills
- Ability to work in a team and individually
- Honest, ethical and dependable
- Comfortable working in a highly visible role
- Positive, go-getter attitude
- Attentive listener; understanding, empathetic, and personable

Do you have what it takes?

We are looking for energetic, self-motivated and smart candidates who prefer to work in a collaborative environment.