**Role : Senior Executive-HR**

**Department : HR**

**Qualification : Graduate**

**Experience : Min. 3 years;**

**Broad Functions**

1. Assist with day to day operations of the HR functions and duties.

2.Provide clerical and administrative support to Human Resources Department.

**Main Duties -**

* Maintenance of employee database.
* Assisting senior in recruitment process i.e. arranging & conducting Interviews as and when required.
* Conducting various welfare activities.
* Regular updating of communication channels.
* Prepare and submit all relevant HR letters/ documents/ certificates as per the requirement of employees in consultation with the management.
* Conduct employee orientation and facilitate new comers joining formalities.
* Maintain and regularly update master database (personal file, personal database, organization structure) of each employee.
* Managing Attendance for employees & updating monthly shift roaster as per timeline.
* Arranging & coordinating training programs for employees as per requirement.
* Prepare letters like offer, appointment, confirmation, resignation acceptance, experience certificate etc.
* Handling employees’ contract renewal process & managing documentation.
* Handling Group medical insurance & maintaining records related to GMC & GPA
* Updating payroll system & Manpower status (MPS)
* Sending circulars of new appointees.
* Timely renewal of contract for employees.
* File management – timely compile and update employee records (hard and soft copies) within stipulated time.
* MIS preparation related to HR
* Monthly Recruitment &Selection report
* Assist in various events whenever required.
* Assist in Audit and ensuring all documents are in line as per the various norms.
* Resolve grievances or queries that any of the employees have. Escalate to the right level depending on the nature of the grievance or issue.
* You will be assigned any other additional job responsibilities which may arise in future as per the needs of the institute.
* Apart from the above task, Institute expects your involvement and support for the various promotional activities undertaken by the institute.