HR Executive

Description

We are seeking a dedicated and proactive HR Executive to join our team. The ideal candidate will support various HR functions, including recruitment, employee relations, performance management, and compliance with labor laws. You will play a key role in fostering a positive workplace culture and ensuring that our HR practices align with our organizational goals.

Roles and Responsibilities

1. Manage the end-to-end recruitment process, including job postings, screening, interviews, and offers.
2. Assist in conflict resolution and facilitate communication between employees and management.
3. Regular performance appraisal for employees
4. Maintain accurate employee records and HR databases, ensuring confidentiality and compliance with regulations.
5. Assist in developing and updating HR policies and procedures.
6. Support initiatives to enhance employee engagement and satisfaction.
7. Organize company events, training sessions, and team-building activities.

Skills and requirements

1. Master's degree in Human Resources, Business Administration, or a related field.
2. 6 months to 1 year of experience in HR or a related field(Experience in IT services companies will be an added advantage).
3. Strong knowledge of labor laws and HR best practices.
4. Excellent interpersonal and communication skills.
5. Proficiency in HR software and Microsoft Office Suite.
6. Strong organizational skills and attention to detail and multi-tasking to various HR activities.

Education

MBA

Contacts

Email: hr@galtech.org
Call: +91 6282 845 368

Date posted
September 19, 2024

Hiring organization
GALTech Technologies Pvt Ltd

Job Location
Infopark Thrissur Campus, 680308, Thrissur, Kerala, India

Employment Type
Full-time

Skills
Communication & Interpersonal Skills

Industry
Software Development

Base Salary
INR 15000 - INR 20000