

## Job Description (JD)

<b>Position title:</b>	<b>Executive / Sr. Executive HR</b>	<b>Job Location:</b>	<b>CBD Belapur- Navi Mumbai,</b>
<b>Qualification:</b>	<b>Graduation / Diploma / Degree in HR</b>	<b>Experience:</b>	<b>4 to 6 years</b>
<b>Immediate Reporting:</b>	<b>AGM – HR &amp; Admin</b>	<b>Salary range:</b>	<b>3 to 4 lacs</b>

**Role & Responsibilities**

1. Responsible for End-to-End Recruitments across PAN INDIA Level **(in house)**
2. Experience in using all possible channels of sourcing - Sourcing talent from databases, Social Networking Sites, Job Portals, and employee referrals.
3. Collecting detailed job descriptions and skill requirements from respective Functional Heads & Campus Directors.
4. Ensuring that the TAT for closing the position should be maintained while recruiting quality people.
5. Performed initial screening of the candidates and schedule interviews with the technical team.
6. Coordination with Interview Panels for timely interviews and feedback.
7. Talent hiring across all verticals of middle & senior level positions.
8. Conduct and organize new joiner orientation.
9. Prepare and issue Offer Letter, Appointment letter, complete knowledge of Joining Formalities, Induction and Exit Interview.
10. Managing employee attendance and leave records.
11. coordination with the finance team for the payroll process.
12. Payroll processing & generating monthly Pay slips, Online filling PF, ESI challans, bonuses, Loans & Advances, generating all Statutory Reports and MIS and sharing with the Finance team.
13. Managing and responsible and keeping track of all HR activities & process