

Job Description

Job Title : Jr. Executive / Executive – Human Resources **Job Location** : Patiala

Position Reports To : CHRO

Main Purpose

Responsibilities include creating referral programs, updating HR policies and overseeing our hiring processes. To be successful in this role, you should have an extensive background in Human Resources departments.

Qualification	MBA / Post Graduation
Experience	2-5 years of experience in the Human Resources Department
Competency	Day-to-day routine work of HR related activity. Working with the team. Competent in problem-solving, team building. Proficiency in computer is mandatory, Communication – both written & verbal, Strong interpersonal skills, including influencing and networking, managing databases, Analytical skills; Ability to respond effectively to the needs of diverse & demanding staff & students. Computer skills (Excel, Word, PowerPoint)

Specific Accountability & Job Responsibility

- Handling Recruitment in coordination with Head of Department and Maintain proper employee records and HR plan.
- Should be responsible for employee engagement initiatives, escalations etc.
- Should take care of end to end employee management Right from job posting, applications screening, hiring, issuing offer/appointment letters, salary slips, performance assessment, exit etc.
- Maintain records for past employees, current employees, applicants, etc.
- Draft Job Descriptions, as and when required.
- Assisting with employee communications, responding to employee inquiries, and ensuring compliance with company policies. To carry out performance assessment, onboarding procedure, exit procedure, in coordination with Head of Department
- Maintaining HR databases and generating reports as needed.
- Assisting with other HR-related administrative tasks such as scheduling meetings, answering phones, and filing paperwork.

Compensation

- Compensation will not be a constraining factor and will be the best in the sector.
- Interested candidates can send their CVs by email (amandeep.dhot@thapar.edu) positively by **10th April 2023**