

Job Description HR Executive

JOB RESPONSIBILITIES:

- Design compensation and benefits packages
- Implement performance review procedures (e.g. quarterly/annual and 360° evaluations)
- Develop fair HR policies and ensure employees understand and comply with them
- Implement effective sourcing, screening and interviewing techniques
- Assess training needs and coordinate learning and development initiatives for all employees
- Monitor HR department's budget
- Act as the point of contact regarding labor legislation issues
- Manage employees' grievances
- Create and run referral bonus programs
- Review current HR technology and recommend more effective software (including HRIS and ATS)
- Measure employee retention and turnover rates
- Oversee daily operations of the HR department

REQUIREMENTS AND SKILLS:

- Proven work experience as an HR Executive, HR Manager or similar role
- Familiarity with Human Resources Management Systems and Applicant Tracking Systems
- Experience with full-cycle recruiting
- Good knowledge of labor legislation (particularly employment contracts, employee leaves and insurance)
- Demonstrable leadership abilities
- Solid communication skills
- Bachelors / Min Human Resources Management or relevant field

LOCATION:

Ahmedabad, Gujarat

CONTACT DETAILS:

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