

**Job Position:** Hr. Executive  
**Location:** Kolhapur  
**Experience:** 1-3 years  
**Positions:** 1

### **Responsibilities:**

- Develop fair HR policies and ensure employees understand and comply with them
- Implement effective sourcing, screening and interviewing techniques
- Maintaining and recording employee attendance.
- Adhering to all the company's rules and regulations
- Maintaining a detailed record of the company's employees.
- Administering all the hiring processes of new employees.
- Analyzing and monitoring all the department's budgets.
- Creating new HR policies and updating the existing ones.
- Assess training needs and coordinate learning and development initiatives for all employees.
- Monitor the HR department's budget
- Measure employee retention and turnover rates
- Oversee daily operations of the HR department
- Review current HR technology and recommend more effective software
- Create and run referral bonus programs
- Overseeing the employee's termination process.
- Counselling employees as and when required.
- Conducting exit interviews to identify the reason for termination/resignation.
- Organizing events and conferences for the employees.
- Implement performance review procedures (e.g. quarterly/annual and 360° evaluations)
- Planning and designing employees' benefits packages.
- Manage employees' grievances

### **Requirements:**

- Excellent Communication Skills
- Negotiations Skills
- Organisational Skills
- Problem-Solving Skills
- Mentoring Skills
- Interpersonal Skills
- Teamwork Skills
- Technical Skills
- Counselling Skills

### **What we're looking for:**

- Clear verbal and written communication 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
- Demonstrable leadership abilities
- Solid communication skills
- Flexible & open to new challenges.
- Self-Starter & ready to go the extra mile.
- Highly motivated & self-driven with a proven ability to perform multi-tasking.
- Immediate Joiner preferred.

### **What you'll get:**

- Excellent Career Progression.
- Opportunity to work on large EdTech projects.
- Energetic and Enthusiastic Work Environment.
- Competitive Compensation Package.
- We have team and company-wide outings.
- Monthly and Yearly Awards Ceremony