Job Description – HR Executive

\*\*Job Title:\*\* HR Executive

\*\*Experience Required:\*\* 2–5 Years

\*\*Location:\*\* Gurgaon

\*\*Salary:\*\* Up to ₹50,000 per month

# Key Responsibilities:

* Payroll Management:  
  - Handle end-to-end payroll processing with accuracy and adherence to statutory compliance.  
  - Maintain employee attendance, leave, and salary records.
* Recruitment:  
  - Manage the recruitment cycle: sourcing, screening, scheduling interviews, and onboarding.  
  - Coordinate with hiring managers to understand hiring needs and role requirements.
* Employee Records & Documentation:  
  - Maintain and update HR databases, employee records, and personal files.  
  - Ensure proper documentation for new joiners and exits.
* HR Operations:  
  - Assist in day-to-day HR operations and support employee engagement initiatives.  
  - Manage HR-related communication and coordination between departments.
* Advanced Excel Usage:  
  - Prepare HR MIS reports using VLOOKUP, Pivot Tables, and other advanced Excel functions.  
  - Analyze HR data and provide insights to support decision-making.
* Communication:  
  - Maintain clear and effective communication across teams.  
  - Draft HR communications, emails, and notices as required.

# Requirements:

* Bachelor's degree (preferably in HR, Business Administration, or related field).
* 2–5 years of relevant experience in HR, particularly in payroll and recruitment.
* Strong command over MS Excel (Advanced Level).
* Excellent verbal and written communication skills.
* Ability to multitask and work in a fast-paced environment.