

Job Title: Senior HR Executive
Experience Required: Minimum 1–2 Years
Location: Wagle Estate, Thane West
Salary: ₹20,000 – ₹25,000 (Max)
Perks: Complimentary Meals | Supportive Work Culture
Company Website: <https://jodextech.com>

About JodexTech

At **JodexTech**, we build intelligent digital solutions that empower our clients to lead in a rapidly evolving digital landscape. Our expertise spans across FinTech, Retail, Healthcare, and other industries, offering end-to-end services in UI/UX design, mobile and web development, DevOps, and product strategy.

As we continue to expand, we are seeking a dedicated **Senior HR Executive** who will play a key role in supporting and streamlining our HR operations while nurturing a people-first work environment.

Role Summary

The **Senior HR Executive** will be responsible for managing core HR functions and daily operations. This role demands a proactive professional with strong communication and problem-solving skills who can efficiently support the entire employee lifecycle and drive HR compliance and engagement.

Key Responsibilities

- Manage end-to-end recruitment: job postings, candidate screening, interview coordination, and onboarding.
- Maintain and regularly update employee records in HRMS or internal systems.
- Assist with payroll coordination, attendance tracking, and leave management.
- Address employee queries and grievances with a solution-oriented approach.
- Plan and support training programs, induction sessions, and employee engagement activities.
- Prepare and manage HR documentation including offer letters, contracts, and exit formalities.
- Generate and maintain HR MIS reports related to attendance, performance, and compliance.
- Ensure adherence to company policies, labour laws, and statutory HR compliance

- Assist in organizing performance reviews and follow-up on feedback implementation. Collaborate closely with senior management to support ongoing HR initiatives and strategic planning.
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Requirements

- Bachelor's or Master's degree in Human Resources, Business Administration, or a related field.
 - Minimum **1-2 years** of experience in core HR roles.
 - Solid knowledge of HR operations, statutory compliance, and Indian labour laws.
 - Proficiency in HRMS/HRIS tools and MS Office (Excel, Word, PowerPoint).
 - Strong interpersonal, communication, and organizational skills.
 - High level of discretion and integrity in handling confidential information.
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What We Offer

- **Healthy Work Culture:** Inclusive, respectful, and collaborative team environment.
- **Complimentary Meals:** Enjoy daily, healthy meals at the workplace.
- **Work-Life Balance:** Transparent and flexible HR practices.
- **Career Growth:** Opportunity to grow with a fast-scaling digital technology firm.