

About Us:

Jode Technologies Pvt. Ltd. (JodeTx) is a young and fast-growing Startup in Fintech Domain specialized in solutions for Banking, Financial Institutions and Merchants (<https://jodetx.com/>).

We are founded on the Vision to build technology to enable seamless financial and payment transactions and provide a comprehensive digital platform to Banks and Merchant segments.

Role: Senior HR Executive

Experience: Minimum 1–2 Years

Work Location: Wagle Estate, Thane

Job 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.

Job Responsibilities:

- 1) Manage end-to-end recruitment: job postings, candidate screening, interview coordination, and onboarding.
- 2) Maintain and regularly update employee records in HRMS or internal systems.
- 3) Assist with payroll coordination, attendance tracking, and leave management.
- 4) Address employee queries and grievances with a solution-oriented approach.
- 5) Plan and support training programs, induction sessions, and employee engagement activities.
- 6) Prepare and manage HR documentation including offer letters, contracts, and exit formalities.
- 7) Generate and maintain HR MIS reports related to attendance, performance, and compliance.
- 8) Ensure adherence to company policies, labour laws, and statutory HR compliance
- 9) Assist in organizing performance reviews and follow-up on feedback implementation. Collaborate closely with senior management to support ongoing HR initiatives and strategic planning

Required Skills & Qualification:

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

Send your CV at: careers@jodetx.com