**Job Title:** HR (Human Resources) Executive

**About Us:**  
We are a [brief description of your company], committed to fostering a positive workplace culture and supporting our employees' growth and well-being. We are looking for a motivated HR Executive to join our team and help manage HR functions effectively.

**Role & Responsibilities:**

* Manage recruitment processes, including posting job ads, interviewing candidates, and onboarding new employees.
* Assist in employee relations, addressing concerns, and ensuring a positive work environment.
* Maintain employee records and HR databases.
* Support training and development programs for employees.
* Administer employee benefits and payroll processes.
* Ensure compliance with labor laws and company policies.
* Coordinate performance reviews and employee feedback.

**Qualifications:**

* Proven experience as an HR Executive or similar role.
* Knowledge of HR practices, labor laws, and recruitment processes.
* Excellent communication and interpersonal skills.
* Strong organizational and time-management skills.
* Ability to handle sensitive and confidential information with discretion.
* Proficiency in MS Office or HR software is a plus.

**Preferred Qualifications:**

* A degree in Human Resources, Business Administration, or a related field.