

Advaitaa Infra – Job Description

Position: HR Executive

Department: Human Resources & Administration

Reports To: Head – HR & Administration / Managing Partners

Location: Corporate Office (with site coordination as required)

Employment Type: Full-time

1. Role Overview

The **HR Executive** supports end-to-end HR operations including recruitment, onboarding, statutory compliance, training, and employee engagement. The role acts as a bridge between management, office staff, and site teams to ensure smooth HR processes aligned with Advaitaa Infra's core values of **Integrity, Commitment, and Growth**.

2. Key Responsibilities

A. Recruitment and Onboarding

- Support manpower planning across departments and projects
- Draft and post job advertisements and coordinate with recruiters and institutes
- Screen resumes, schedule interviews, and assist in candidate evaluation and reference checks
- Coordinate offers, joining formalities, induction, and orientation programs

B. Employee Records and Statutory Compliance

- Maintain accurate employee master data, HRIS, and personnel files
- Ensure complete documentation (joining forms, ID cards, employment agreements, etc.)
- Handle statutory compliance activities including PF, ESI, TDS, Professional Tax, and Shops & Establishment-related registrations, returns, and inspections in coordination with consultants and accounts
- Prepare and submit HR-related statutory returns and support internal and external audits
- Maintain attendance and leave records and coordinate inputs for monthly payroll processing

C. Training and Development

- Coordinate technical and soft-skill training as per the HR calendar
- Track nominations, attendance, feedback, and training effectiveness
- Work with department heads to identify training needs and development plans

D. Employee Relations and Engagement

- Act as the first point of contact for basic employee queries and grievances
- Support employee engagement, welfare initiatives, and internal communication activities
- Help maintain a respectful, inclusive, and performance-driven work environment and monitor discipline and attendance

E. Performance and Appraisal Support

- Circulate and collect performance evaluation forms
- Track probation completion, confirmation letters, appraisals, and promotion recommendations
- Assist in implementing KPI-based performance evaluation frameworks

F. HR Operations and Administration

- Support office administration, including procurement, vendor coordination, and housekeeping supervision
 - Prepare HR MIS reports and dashboards for monthly management reviews
 - Assist in implementing HR policies and ensuring adherence and compliance at office and sites
 - Coordinate travel arrangements, site postings, and related documentation for field staff
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3. Skills and Competencies

- Strong interpersonal and communication skills
 - Proficiency in MS Office, Google Workspace, and HRMS tools
 - Working knowledge of Indian labour laws and statutory compliance requirements
 - Organized, ethical, and proactive in handling confidential information
 - Ability to work with multi-site teams and a diverse workforce
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4. Education and Experience

- Bachelor's or Master's degree in **Human Resources / Business Administration**
 - 2–3 years of experience in HR operations, preferably in real estate, infrastructure, or construction
 - Experience handling both office and site HR activities is preferred
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5. Growth Path and Work Conditions

- Potential career progression to **Junior HR Manager, HR Manager, or Head – HR & Admin** based on performance and leadership
 - **Job Location:** Advaithaa Infra Corporate Office, Hyderabad
 - **Work Schedule:** Monday to Saturday (2nd and 4th Saturday Half days).
 - **Compensation:** As per industry standards with performance-based incentives
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6. Core Values Alignment

Every HR decision at Advaithaa Infra reflects:

- **Integrity** – Transparent dealings and ethical conduct
- **Commitment** – Delivering excellence to employees and management
- **Growth** – Building capabilities, careers, and company success together