

Job Descriptions

1. Software Developer

Job Responsibilities:

- Design, develop, and maintain software applications.
- Collaborate with cross-functional teams to define and implement new features.
- Troubleshoot, debug, and optimize existing code.
- Participate in code reviews to ensure code quality.
- Write and maintain technical documentation.

Qualifications:

- Bachelor's degree in Computer Science, IT, or a related field.
- Experience with programming languages such as Java, Python, or C#.
- Understanding of software development methodologies.

Required Skills:

- Strong problem-solving skills.
- Knowledge of databases and SQL.
- Familiarity with version control systems (e.g., Git).
- Excellent communication and teamwork abilities.

2. HR Executive

Job Responsibilities:

- Manage recruitment and onboarding processes.
- Maintain employee records and HR documentation.
- Coordinate training and development programs.
- Handle employee queries and provide HR support.
- Assist in performance management and employee engagement initiatives.

Qualifications:

- Bachelor's degree in Human Resource Management or related field.
- Knowledge of HR policies and labor laws.
- Experience with HRMS software is an advantage.

Required Skills:

- Strong interpersonal and communication skills.
- Ability to multitask and manage time effectively.
- Problem-solving and conflict-resolution abilities.
- Attention to detail and organizational skills.