**Job Description - HR Executive**

We are looking to hire a talented individual to join our HR department as an HR Executive. You will be responsible for managing the Human Resource tasks of the company. The ideal Human Resource executive will also be responsible for supervising the HR processes and policies of the company. Moreover, you should be able to implement employee compensation and benefit programs.

As an HR Executive, you will be handling and managing the department budgets. Prior work experience as an HR executive or a similar role will be a plus for the candidate. You should also have excellent communication skills and the ability to work under stress efficiently. If you are looking for a job as an HR Executive, then we have the perfect job for you. Send in your applications and we would love to have a word with you.

**HR Executive Job Responsibilities**

- Planning and creating employee benefit programs

- Implementing employee’s annual review processes

- Maintaining a detailed record of the employees of the company

- Adhering to the policies and rules of the company

- Maintaining proper employee attendance

- Keeping up with workplace safety issues and complaints

- Managing all the hiring procedures of new employees

- Analyzing and recording the budgets of all departments

- Overseeing HR department’s day-to-day activities

- Creating new HR policies, updating existing ones, and making sure that all the employees abide by these policies

- Arranging conferences and fun events for the employees

- Conducting the HR interviews in order to know the reason for termination or resignations and supervising the employee termination process.

- Counseling employees when required

**HR Executive Job Requirements**

- Bachelor’s degree in HR Management or related domain

- Prior work experience as an HR Executive, HR Analyst, or a similar HR role.

- Understanding of Human Resource Management and application tracking system

- Excellent understanding of the full HR cycle

- Exceptional knowledge of labor laws

- Ability to: work in a critical environment, demonstrate good leadership skills, work efficiently in a team, manage time effectively, and resolve conflicts efficiently.

- Exceptional active listening skills and strong work ethics.