

HR – Junior

Experience: 0–2 years

Key Responsibilities:

- **Support recruitment, including sourcing candidates, screening resumes, and scheduling interviews.**
- **Assist with onboarding new hires and maintaining HR records.**
- **Help in implementing HR policies, employee engagement initiatives, and training programs.**
- **Support payroll, benefits administration, and compliance-related tasks.**

Detailed Requirements:

- **Bachelor's degree in Human Resources, Business Administration, or related field.**
- **Basic understanding of HR practices, recruitment processes, and labor laws.**
- **Familiarity with HRIS systems and MS Office suite.**
- **Strong interpersonal, organizational, and communication skills.**
- **Ability to handle sensitive information with confidentiality.**
- **Eagerness to learn and grow within HR functions.**