

HR Executive

Job description

An HR & Admin Executive is responsible for managing personnel records, updating databases, and assisting in HR operations. They handle tasks such as creating company policies, scheduling interviews, and preparing HR-related reports.

An HR & Admin Executive is a professional responsible for supporting the day-to-day activities of the Human Resources department. They handle tasks related to personnel records, data management, policy creation, and recruitment assistance.

- Maintaining physical and digital personnel records like employment contracts and PTO requests
- Updating internal databases with new hire information
- Creating and distributing guidelines and FAQ documents about company policies

Job Type: Full-time

Benefits:

- Health insurance

Schedule:

- Day shift

Supplemental Pay:

- Performance bonus

Experience:

- HR: 2 years (Preferred)

Work Location: In person