

## **TASK 1: Recruitment and Job Description**

### **1. Job Description:**

**Job Title: Software Developer**

#### **Job Responsibilities:**

- Develop software applications based on requirements and specifications.
- Write clean, efficient, and well-documented code.
- Test and debug software applications.
- Collaborate with cross-functional teams for project delivery.
- Stay updated with latest technologies and trends in software development.
- Participate in code reviews and contribute to improving software development processes.

#### **Qualifications:**

- Bachelor's degree in Computer Science, Software Engineering, or related field.
- 1-2 years of experience in software development (fresh graduates with strong projects are also encouraged).
- Proficiency in programming languages like Java, Python, or C++.
- Knowledge of database management systems.
- Understanding of software development methodologies (Agile, Scrum).

#### **Required Skills:**

- Strong problem-solving skills.
- Excellent communication and teamwork skills.
- Experience with version control systems (Git).
- Familiarity with cloud platforms (AWS, Azure) is a plus.

### **2. Job Description:**

**Job Title: HR Executive**

**Job Responsibilities:**

- Assist in recruitment processes, including job postings and candidate screening.
- Maintain employee records and HR databases.
- Support employee onboarding and offboarding processes.
- Handle employee queries and concerns related to HR policies.
- Assist in organizing training and development programs.
- Support HR initiatives for employee engagement.

**Qualifications:**

- Bachelor's degree in Human Resources Management or related field.
- 1-2 years of experience in HR (fresh graduates with HR internships are welcome).
- Knowledge of labor laws and HR best practices.
- Strong interpersonal and communication skills.

**Required Skills:**

- Excellent communication and problem-solving skills.
- Ability to maintain confidentiality.
- Proficiency in MS Office (Excel, Word, Outlook).
- Understanding of HR software systems is an advantage.