

Job Description: Human Resource (HR)

Job Summary:

Seeking a motivated fresher to join our CA consultancy firm as a Human Resource Associate. You will support talent acquisition, employee onboarding, and HR administrative functions, gaining valuable experience in a professional environment.

Responsibilities:

- Assist in drafting job descriptions and posting job advertisements.
- Screen resumes, conduct initial phone screenings, and schedule interviews.
- Facilitate new employee onboarding and orientation.
- Maintain HR databases, personnel files, and records.
- Support employee engagement activities and welfare initiatives.
- Developing and implementing HR strategies, policies, and procedures
- Managing employee benefits and compensation, including payroll and salary negotiations
- Providing guidance and support to employees on HR-related issues, such as policies, benefits, and performance management
- Conducting training and development programs for employees
- Handling employee relations and conflict resolution
- Ensuring compliance with labor laws and regulations
- Managing employee records and documentation, including employee contracts and performance evaluations
- Collaborating with other departments and senior leadership to align HR initiatives with overall business goals.

Qualifications:

- B.com and MBA (HR Domain) with knowledge of accounting software will be preferred
- Any experience prior experience will be added advantage

Skills

- Strong interpersonal and communication skills.
- Attention to detail and organizational skills.
- Basic knowledge of labor laws and HR best practices.
- Familiarity with productivity tools, including Microsoft Office 365
- Good command over PowerPoint tool
- Strong organizational skills
- Self-motivated and detail-oriented
- Quick to collaborate and coordinate with team members when necessary

