

# Job Description 1: SOFTWARE DEVELOPER

**Job Title:** Software Developer

**Department:** Information Technology

## **Job Responsibilities:**

- Design, develop, test, and maintain software applications.
- Write clean, efficient, and well-documented code.
- Collaborate with team members to develop software solutions.
- Debug and resolve technical issues.
- Update and improve existing applications.

## **Qualifications:**

- Bachelor's degree in Computer Science, IT, or related field.
- Relevant experience in software development.

## **Required Skills:**

- Programming languages such as Java, Oracle, or C++.
- Problem-solving and analytical skills.
- Knowledge of databases and software development tools.
- Good communication and teamwork skills.

## Job Description 2: HR Executive

**Job Title:** HR Executive

**Department:** Human Resources

**Job Responsibilities:**

- Manage recruitment and selection processes.
- Maintain employee records and HR documentation.
- Assist in payroll and attendance management.
- Handle employee grievances and support HR policies.
- Coordinate training and development programs.

**Qualifications:**

- Bachelor's degree in Human Resource Management or related field.
- Prior experience in HR or administration is preferred.

**Required Skills:**

- Knowledge of HR practices and labor laws.
- Strong interpersonal and communication skills.
- Organizational and time-management skills.
- Proficiency in MS Office applications.