

## Job Description

**Designation:- HR Executive**

**Reporting :- HR Head**

We are looking for an HR Executive to manage end to end recruitment, from identifying potential hires to interviewing and evaluating candidates.

HR Executive responsibilities include sourcing candidates online, updating job ads and conducting background checks. If you have experience with various job interview formats, including phone screenings and can help us recruit faster and more effectively, we'd like to meet you.

Ultimately, you will play an important part in building a strong employer brand for our company to ensure

### **Roles & Responsibilities:**

- Handling end to end recruitment process from sourcing to on boarding.
- Understand requirements and identify potential resource pool.
- Partnering with hiring team to determine staffing needs. Recruitment of para medics, Nursing & Admin
- Keep track record of the employees who are going to complete the probation/Training period.
- Preparing report on monthly basis on confirmation due and issuing confirmation letter or extension letter as per the condition to the employees.
- Maintenance and updating personal files of the employees.
- Resolve the employees queries related to HR department.
- Joining of new employees
- Coordinating with bank for opening of new accounts.
- All typing work i.e. offers letter, appointment letter, confirmation letters etc.
- Screen job applications by matching them with job requirements.
- Planning, coordinating logistics, conducting interviews, reference checks.
- Maintaining complete Recruitment Database including inflow by augmenting relevant resumes on a periodic basis by various sources.
- Should have the knowledge of Biometric Software and leave Management
- Should be able to maintain Employees data in Excel
- Work on closely with HR Head and team
- Responsible for closing the positions within TAT.
- Knowledge of processing attendance and statutory compliances
- Demonstrated ability in developing an effective pipeline for string technical candidates
- Excellent time management, prioritization abilities which includes the ability to work efficiently with minimal supervision.

### **Job Specification:**

- Qualification: MBA - HR
- Experience required: 1 to 3 years preferably in healthcare sector
- Effective written and verbal communication of the English and Hindi language.
- Knowledge of MS office applications
- Knowledge of Statutory Compliances

### **Behavioral Competencies:**

- Empathy & Flexibility
- Ethical in thought and action
- Ability to influence and Negotiation skills
- Ability to work with diverse teams, able to influence and build professional relationships
- Confidence and Self-motivated to excel