

JOB DESCRIPTION

HR & Admin Officer

Job Title: HR & Admin Officer

Location: Delhi

Salary: INR 25,000 per month (INR 3 lakh per annum)

Employment Type: Full-Time, In Office

Job Summary:

As the HR & Admin Officer, you will play a critical role in managing recruitment, employee attendance, travel logistics, maintenance requests, and visitor experiences to ensure smooth operations and a positive work environment. This role requires strong organizational skills, a proactive approach to problem-solving, and a commitment to employee engagement and efficiency.

Key Responsibilities:

- **Recruitment & Onboarding:** Manage end-to-end recruitment, from job postings and candidate communication to onboarding.
- **Attendance & Leave Management:** Monitor employee attendance, process leaves, and ensure adherence to company policies.
- **Travel & Expense Coordination:** Arrange travel, track expenses, and manage reimbursements, ensuring a seamless travel experience.
- **Facility Maintenance:** Address maintenance issues promptly with vendors and maintain a streamlined service process.
- **Visitor Management:** Coordinate visitor schedules, handle hospitality, and gather feedback to enhance the visitor experience.
- **Employee Engagement:** Support employee performance reviews, organize wellness events, and foster a productive workplace.

Qualifications:

- **Education:** MBA (HR)
- **Experience:** Preferred background in HR and administrative roles, with strong organizational and communication skills.

Skills:

- Detail-oriented with strong analytical skills
- Ability to manage multiple tasks and meet deadlines
- Proficiency in Microsoft Office Suite

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- Ability to work collaboratively in a team environment

Career Progression:

This role provides an excellent foundation for growth in HR, administration, and operations management, with opportunities for advancement within the HR department or into broader administrative leadership roles.

How to Apply:

Fill Pre-Interview Google Form at <https://forms.gle/mrHdMBD1iUFKati9A>