

HR Executive

Job Description

1. Maintenance of employee database.
2. Maintaining /Updating Leave Records.
3. Follow up of Confirmation Records statutory obligations - PF, ESIC, Prof Tax, Gratuity, LTA, Bonus etc.
4. Preparation of Salary Statement.
5. Handling the full and final settlement of the employees.
6. Arranging & conducting Interviews/Initial screening the candidates/ helping in recruitment processes.
7. Administration of all Contract Labor.
8. Conducting various welfare activities.
9. Community initiatives programmes – organizing & participation.
10. Regular updation of communication channels.
11. Prepare and submit all relevant HR letters/ documents/ certificates as per the requirement of employees in consultation with the management
12. Ensure statutory compliances for PF withdrawal, Annual returns, Monthly challans, factory License, Shop & establishment license, labour law and record information on a timely basis. Liaison with all Government Agencies ensuring adherence to compliance.
13. Prepare & process timely distribution of Salary, bonus, increment Salary slip, leave encashment and full & final settlements.
14. Record, maintain and monitor attendance to ensure employee punctuality
15. Conduct employee orientation and facilitate new comers joining formalities Maintain and regularly update master database (personal file, personal database, organogram) of each employee.
16. Resolve grievances or queries that any of the employees have. Escalate to the right level depending on the nature of the grievance or issue.
17. Check travel and tour expenses & contractor bills and record in relevant softwares for timely credit of the amount into employee's accounts
18. Prepare letters like offer, confirmation, etc, implement and administer performance management process as per the PMS policy and timelines.
19. Conduct exit interviews for employees and record them accordingly.
20. Review job descriptions for all positions at regular intervals and update them in consultation with the respective Managers.
21. Engage with employees on a regular basis to understand the motivation levels of people in the organization
22. Keeping records of staff insurance and get it renewed in due time.
23. Coordinate with consultants & candidates for scheduling appointments with the Management team for sourcing
24. Conduct first round of telephonic interview for the candidates to schedule interviews.

Desired Candidate Profile

- Preference to an MBA in HR from a reputed institute.
- Should be able to handle whole HR Department.
- Experience in IT industry considered as an advantage.
- Excellent communication & pleasing personality

- Ability to work alone with Initiative

Experience: 4 - 7 Years in specific HR/Admin role

Location: Kolkata/Kharagpur