

Job Description

Job Title: HR Executive

Company: Aadyant Pre- school

Function: Human Resources

Reporting: Branch Head

Location: Delhi /NCR

Objective:

The HR Executive objective will be to support the organization within every area of a company's human resources operations.

Job Description:

- **Recruitment:** Prepare and take approval for Salary Structure and Issuance of Offer letter of the selected candidates. Documents to be collected and appointment letter to be issued. Induction to be given on the joining of the employee.
- **Compensation & Benefits:** Monthly / Weekly MIS to be sent to Branch Head / HR Manager. Handling monthly payroll and yearly forms for employees. Performs a wide variety of record keeping and payroll processing activities, including computing wage and overtime payments, calculating and recording payroll deductions, processing requests for paycheck advances.
- **HR Administration:** Reviewing, updating and maintaining proper filing of PF Forms, HR handbook, performance appraisal form and training schedules.
- **HR Management:** Handling all employee enquiries & grievances. Negotiating with staff and their representatives on issues relating to pay and conditions.

Job Qualifications:

- **Education:** Preferably an MBA/PGDBM in HR

Experience:

- 3 – 4 years of experience in handling recruitment & payroll activities
- Working experience of payroll tax at all levels

Skills / Attributes:

- Excellent verbal and written communication skills, ability to deal people politely, willingness to learn.
- Good interpersonal skills.
- A “Can do approach” to work and a strong sense of commitment towards work.



- Proficient at MS Office (especially Excel)
- Ability to manage and lead staff to excellent performance
- Must be a team player
- Must be highly organized

Salary Expectations:

Our salaries are competitive and commensurate with prevailing industry standards.

Contact: Please send your resume to careers@aadyant.com