



## HR Executive

**Association Type:** Full Time

**Location:** Prayoga Institute of Education Research, Bengaluru

### Overview:

The HR Executive plays a pivotal role in the Human Resources department, responsible for overseeing various HR functions to ensure the smooth operation of HR processes within Prayoga.

### Roles and Responsibilities:

- Recruitment and Selection:
  - Coordinate the recruitment process from job posting to candidate selection.
  - Source candidates through various channels such as job portals, social media, referrals, etc.
  - Screen resumes, conduct interviews, and coordinate with hiring managers for candidate evaluations.
  - Facilitate the onboarding process for new hires, ensuring a smooth transition into the organization.
- Employee Relations:
  - Serve as a point of contact for employee inquiries regarding HR policies, benefits, and procedures.
  - Address employee grievances and conflicts in a timely and professional manner, maintaining confidentiality.
  - Assist in the development and implementation of employee engagement initiatives to boost morale and promote a positive work culture.
- HR Administration:
  - Maintain accurate employee records and HR databases.
  - Prepare HR-related documents such as employment contracts, offer letters, and HR reports.
  - Process employee benefits, including enrollment, changes, and terminations.
  - Stay updated on labour laws and regulations to ensure compliance with employment standards.



### *Qualifications:*

- Bachelor's degree / MSW
- Proven experience as an HR Executive or similar role
- Sound knowledge of HR practices, labor laws, and regulations.
- Strong communication and interpersonal skills.
- Ability to prioritize tasks and work efficiently in a fast-paced environment.
- Proficiency in HRIS (Human Resources Information Systems) and MS Office Suite.
- HR certification (e.g., PHR, SHRM-CP) is a plus.

### *Application Process:*

Interested candidates should submit a resume, cover letter, and contact information for two professional references to [careers@prayoga.org.in](mailto:careers@prayoga.org.in) . Shortlisted candidates will be invited for an interview.

For information about Prayoga, visit: [prayoga.org.in](http://prayoga.org.in)