

## **HR EXECUTIVE JOB DESCRIPTION**

### **Responsibilities**

- Design compensation and benefits packages
- Implement performance review procedures (e.g., quarterly/annual and 360° evaluations)
- Develop fair HR policies and ensure employees understand and comply with them
- Implement effective sourcing, screening and interviewing techniques
- Assess training needs and coordinate learning and development initiatives for all employees
- Monitor HR department's budget
- Act as the point of contact regarding labor legislation issues
- Manage employees' grievances
- Create and run referral bonus programs
- Review current HR technology and recommend more effective software (including HRIS and ATS)
- Measure employee retention and turnover rates
- Oversee daily operations of the HR department

### **Requirements**

- Proven work experience as an HR Executive, HR Manager or similar role
- Familiarity with Human Resources Management Systems and Applicant Tracking Systems
- Experience with full-cycle recruiting
- Good knowledge of labor legislation (particularly employment contracts, employee leaves and insurance)
- Demonstrable leadership abilities
- Solid communication skills
- BSc/MSc in Human Resources Management or relevant field
- **Working hour:** Monday to Saturday (9 am to 6 pm)
- **Working Location:** Rajarhat, Newtown (Land mark City Centre 2)
- **CTC:** 3.5L to 4.2L per annum. Plus, festive bonus and incentive

**If you are interested, email your resume along with photograph to [info@ahmedexports.co.in](mailto:info@ahmedexports.co.in)**

