



Ahmed Sons

HR EXECUTIVE(OPERATIONS) JOB DESCRIPTION

Responsibilities

- Work with company CEO and/or Director to strategically plan HR initiatives that will benefit the company and encourage more efficient and beneficial work from employees
- Direct all hiring and training procedures for new employees
- Continually educate employees on company policies (including sexual harassment, appropriate dress, and social media permissions, etc.) and keep employee handbook current
- Administer or change benefits, health plans, retirement plans, etc.
- Monitor employee progress and stay abreast on company climate and culture, ensuring it stays positive and productive
- Coordinate and direct work activities for managers and employees
- Foster cross-functional relationships and ensure managers and employees are properly connected
- Regularly meet with employees for progress reviews and assessments, discussing any problems or grievances they may have
- Promote a positive and open work environment where employees feel comfortable speaking up about issues
- Manage and supervise other HR staff, ensuring they are assigned and carry out proper tasks
- Understand and adhere to all pertinent labor laws

Requirements

- Comfortable working in a highly visible role
- Exceptional analytical and problem-solving skills
- Honest, ethical, and dependable
- Experienced in mediation and conflict resolution processes
- Positive, go-getter attitude
- Expert stress management skills and ability to make important decisions under pressure
- Attentive listener; understanding, empathetic, and personable
- Bachelor's Degree in human resources, business administration, finance, or related field
- 2+ years of management experience in HR
- Highly computer literate in Microsoft Suite (especially Excel) and various HR software programs including HRIS
- A proven leader with strong interpersonal skills, keen to motivate and effectively educate and connect department managers and employees regarding all HR matters

Working hour: Monday to Saturday (9 am to 6 pm)

Working Location: Rajarhat, Newtown (Land mark City Centre 2)

CTC: 3.2L 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



Sister concern of
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