

Sri Devi Group

<https://www.sridevigroup.co.in/job/human-resources-executive/>

Human Resources Executive

Responsibilities

- Work with the company CEO and/or Director, HR Managers to strategically plan HR initiatives that will benefit the company and encourage more efficient and beneficial work from employees
- Recruit, screen, interview, hire and dismiss employees as necessary, following all HR processes and procedures
- Direct all hiring and training procedures for new employees
- Continually educate employees on company policies (including sexual harassment, appropriate dress social media permissions etc.) and keep the employee handbook current
- Administer or change benefits, health plans, retirement plans etc.
- Organize, maintain and update employee HRIS information as needed
- 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
- Attend to employee complaints and work to resolve conflicts
- Initiate and implement any necessary changes to help boost worker productivity (better assessment processes, incentive programs etc.)
- 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 labour laws

Qualifications

- Comfortable working in a highly visible role
- Highly organized and detail-oriented
- Efficient time management, direction
- Skilled in the art of multitasking
- Excels both in independent work and collaboration
- Exceptional analytical and problem-solving skills
- Honest, ethical and dependable
- Extremely personable
- Experienced in mediation and conflict resolution processes
- Positive, go-getter attitude
- Expert stress management skills and ability to make important decisions under pressure
- Effective communicator, both verbally and written
- Attentive listener
- Takes initiative to implement necessary changes
- Extremely knowledgeable in HR process and HRIS computer programs
- Understanding, empathetic and personable
- Exhibits professionalism at all times
- Strong sense of responsibility and accountability
- Skilled as an administrator and coordinator

Hiring organization

Sri Devi Group

Employment Type

Full-time

Job Location

Hyderabad, Telangana, India

Date posted

December 21, 2023

- Results driven
- Bachelor's Degree in human resources, business administration, finance or related field
- Master's Degree preferred
- 5+ 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