



## **JOB DESCRIPTION FOR HR ADMIN**

### **Roles and Responsibilities**

- Manage the end-to-end recruitment process, including sourcing, screening, and onboarding of new talent.
- Maintain accurate and up-to-date employee records, ensuring compliance with all relevant regulations and policies.
- Coordinate employee benefits programs and support employees in addressing HR-related queries and concerns.
- Assist in the development and implementation of HR policies and procedures, ensuring alignment with company goals.
- Conduct regular performance reviews and assist in the development of employee training programs.
- Handle payroll processing and maintain confidentiality of sensitive employee information.
- Foster a positive work environment by organizing team-building activities and events.
- Address employee relations matters and resolve conflicts, promoting a harmonious workplace culture.
- Stay informed about changes in employment laws and regulations and ensure the company's compliance.
- Collaborate with management to assess and anticipate HR needs for future growth and expansion.
- Manage HR-related documentation and ensure accuracy in record-keeping.
- Support the development and maintenance of a diverse and inclusive workplace.



**Learning Jockey Pvt. Ltd.**

Genuine is Rare

## Qualifications

- Bachelor's degree in human resources, Business Administration, or a related field.
- Proven experience in HR administration, preferably in a startup environment.
- Strong understanding of employment laws and regulations.
- Excellent communication and interpersonal skills.
- Detail-oriented with strong organizational and multitasking abilities.
- Proficient in HRIS (Human Resources Information System) and MS Office Suite.

