

## Sr. HR Executive

**Location:** Mumbai

**Experience:** 5+ years

**Industry:** System Integration / IT Hardware / AV / Networking / IT Solutions

**Employment Type:** Full-time

### Job Summary:

We are looking for a Senior HR Executive to oversee end-to-end HR operations, talent acquisition, employee engagement, and compliance activities. The role requires strong knowledge of HR practices, labor laws, and the ability to support both strategic HR initiatives and day-to-day operations.

### Key Responsibilities:

#### 1. Recruitment & Talent Acquisition

- Manage end-to-end recruitment process: sourcing, screening, interviewing, and onboarding.
- Coordinate with hiring managers to understand role requirements and close positions within timelines.

#### 2. HR Operations & Compliance

- Maintain employee records and update HRMS systems.
- Ensure compliance with statutory regulations (PF, ESIC, Gratuity, etc.).
- Handle HR documentation including offer letters, appointment letters, confirmations, and exit formalities.

#### 3. Employee Engagement & Development

- Plan and execute employee engagement activities, recognition programs, and feedback mechanisms.
- Support training and development initiatives in collaboration with L&D.

#### 4. Performance Management

- Assist in implementing appraisal cycles, goal-setting, and performance reviews.
- Work closely with managers to ensure fair evaluation processes.

## 5. Payroll & Benefits

- Coordinate payroll inputs and verify salary structures.
- Manage employee queries related to salary, leaves, and benefits.

## 6. HR Policies & Process Improvement

- Implement and update HR policies as per organizational needs.
- Suggest improvements in HR processes for better efficiency and employee satisfaction.

### Requirements:

- Bachelor's/Master's degree in HR, Business Administration, or related field.
- 5+ years of HR experience, preferably in IT/technology/system integration or related industries.
- Strong knowledge of labor laws and HR compliance.
- Hands-on experience in recruitment and HR operations.
- Excellent communication, interpersonal, and problem-solving skills.
- Proficiency in MS Office and HRMS tools.

### Key Competencies:

- People management & relationship building
- Attention to detail & organizational skills
- Conflict resolution & employee advocacy
- Proactive and adaptable
- Confidentiality and integrity