

## HR Executive

**Location:** Bengaluru  
**Job Type:** Full Time  
**Department:** Human Resource

### Role Overview:

We are looking for an experienced HR Generalist who will be responsible for applying business knowledge and human resources expertise. She will assist in providing a wide range of HR support and advice. The successful candidate will play a key role in the success of the organization by offering guidance on recruitment, performance management, employee relations, terminations and HR best practices while facilitating a positive relationship between personnel and senior management.

### Core Functions:

- Develop a team in Bangalore and retain the same; plan to train the employees etc
- Perform all core HR functions on a day to day basis

### Job Duties:

- Implement and administer employee policies
- Provide high-quality advice and service to management on daily employee relations and performance management issues
- Support the HR department in implementing programs to help improve the employee experience
- Offer proactive recruiting assistance
- Maintain ongoing relationships with employment agencies to ensure the selection of the most qualified candidates
- Identify ways to improve policies and procedures
- Prepare termination and severance letters
- Train and provide support to HR team members

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#### **Requirements:**

- Provide personnel policy and procedure guidance to employees and management
- Maintain up-to-date knowledge of federal and state employment law and compliance requirements
- Coordinate open enrolments, changes, and training for employee benefits programs
- Respond to human resources-related inquiries
- Assist with payroll processing
- Create and distribute internal communications regarding status changes, benefits, or company policies
- Administer new employee on-boarding and orientation
- Develop and maintain talent management processes
- Monitor employee morale and company culture
- Collaborate with the human resources team to develop effective recruitment strategies
- Identify future staffing needs
- Process complaints regarding sexual harassment, discrimination, or other instances of workplace harassment and assist in any necessary investigations and disciplinary actions
- Maintain employee personnel records
- Conduct exit interviews and recommend corrective action if necessary

#### **Working Conditions:**

- Ability to attend and conduct presentations
- Should be acquainted with local language and reside in Bengaluru
- Manual dexterity required to use desktop computer and peripherals
- Working Hours: 09:45 am to 6:45 pm Hrs (Monday-Friday)