

# Kairosconsultancy

<https://kairosconsultancy.intentlabs.in/jobs/hr-executive-construction-company/>

## HR Executive @ Construction Company

### Description

Hello,

Greetings from Kairos Placement service llp! It was a pleasure to be in touch with you.

### Responsibilities

Skills :

- On boarding Process & Orientation.
- Do joining formalities & resign formalities of employee.
- Taking Exit Interview.
- Take report of new joiners performance from there senior.
- Prepare Offer letter, Appointment letter, Experience letter.
- Give suggestion to management regarding new HR polices.
- Prepare circular & make sure that all rules are properly follow.
- Prepare different formats.
- Prepare sheet of employee yearly performance.
- Do Attendance from Time watch bio matrix machine.
- Leave management.
- Preparing records like (Late coming/Early going/Emergency leave)
- Prepare rules & regulation for company.
- Maintain company law.
- Prepare yearly budget of HR department

### Contacts

Please revert with updated resume and following details on hr1@kairosconsultancy.com, if this seeks your interest for further information you can call 9638133322

### Hiring organization

Kairos Placement Services LLP

### Employment Type

Full-time

### Date posted

February 12, 2022