Kairosconsultancy

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

HR Executive @ Construction Company

Hiring organization
Kairos Placement Services LLP

Employment Type
Full-time

Date posted
February 12, 2022

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