

## HR Recruiter

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Company: Saphunt

Location: India

Category: business-and-financial-operations

### The Offer

Opportunity within a company with a solid track record of performance

Attractive Salary & Benefits

Opportunity to make a positive impact

### The Job

#### You will be responsible for :

Managing various aspects of HR Operations including employee documentation, on-boarding and off-boarding, insurance and HR audits.

Creating, implementing and administering human resources policies and procedures and ensuring that practices are compliant with statutory requirements and guidelines.

Providing support for recruitment as required, including but not limited to conducting hiring needs analysis, conducting reference checks and employment contracts.

Application and renewal of work visas.

Supporting employee relations by providing guidelines and clarifications on policies and their application.

Managing employee benefits and claims administration.

Working closely with finance and/or outsourced vendors to ensure timely and accurate processing of payroll and other claims.

Participating in and/or leading projects focused on continuous improvement.

### **The Profile**

You have at least 3 years experience including solid experience in a similar role within Professional Services.

Strong knowledge of legal and statutory requirements pertaining to HR practices.

Excellent communication and interpersonal skills, with the ability to interact and build credibility across all levels of the organisation.

You are a strong networker & relationship builder

You are a strong team player who can manage multiple stakeholders

You pay strong attention to detail and deliver work that is of a high standard

### **The Employer**

Our client has a vision to contribute to the growth of their nation by

Strategic training to human resource to sharpen their technical and soft skills along with corporate exposure through internships and job offers

Collaborative business services like recruitment process to acquire best and suitable personnel, payroll management service and trainings to maintain cutting edge with others from time to time.

The organization aims to offer timely, integrated and attentive services to both learners and business persons through proactive, personalized and competent personnel.

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## Cross References and Citations:

1. HR RecruiterDublinjobsJobs India Dublinjobs ↗
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