

Human Resources Assistant

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Company: Stanex Drugs & Chemicals Pvt. Ltd.

Location: hyderabad

Category: other-general

Company Description

Stanex Drugs & Chemicals Pvt. Ltd. is a Sterile Injectable Manufacturing Facility with an approved Russian GMP & 'WHO GMP'. We manufacture Liquid Injectables, Lyophilized Products & Pre-Filled Syringes. Our mission is to be a leading player in Pharmaceutical and healthcare space by providing cost-effective manufacturing capabilities and excellent services with quality standards. We are an integrated multinational Pharmaceutical organization, with strong alliances and partnerships, driven by highly competent and motivated teams.

Role Description

This is a full-time on-site role for a Human Resources Assistant in Hyderabad. The Human Resources Assistant will be responsible for assisting HR Management, managing and updating the Human Resources Information Systems (HRIS), administering employee benefits, conducting training, and coordinating recruitment activities.

Qualifications

Human Resources (HR) knowledge and skills

Experience in HR Management and HRIS management

Knowledge in Benefits Administration

Experience in conducting training

Excellent communication and interpersonal skills

Bachelor's degree in Human Resources, Business Administration, or a related field

Understanding of local labor laws and regulations

Ability to work in a team and with a diverse workforce

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