

WORK VAPOR

Job Link: <https://workvapor.in/jobs/hr-assistant-opening-chandigarh-hybrid-remote-opportunity-345976/>

HIRING ORGANIZATION

UniTech Solutions

EMPLOYMENT TYPE

Full-time

JOB LOCATION

? Remote work from: India

DATE POSTED

? May 31, 2026

HR ASSISTANT OPENING, CHANDIGARH HYBRID REMOTE OPPORTUNITY

BASE SALARY

INR 12000 - INR 30756

DESCRIPTION

UniTech Solutions

HR Assistant

Chandigarh. Hybrid remote work.

Salary is ₹12,000 to ₹30,756 per month. This is a full-time opening.

Send your resume on WhatsApp: +91 7206615247

This is a good chance to start or grow your HR career. Freshers can apply. Experienced candidates can also apply. Flexible timings are available.

About The Work

You will help with daily HR tasks. You will support the team with communication and employee related work. This role is good for someone with interest in HR and people handling.

Responsibilities

- Help with HR support work
- Talk with candidates and employees
- Assist in employee relations work
- Support hiring and joining process
- Keep HR records updated
- Coordinate with the team when needed

Requirements

- Good communication skills
- Interest in HR work
- Freshers can apply
- Experienced candidates can apply
- Basic HR knowledge is helpful
- Human resources background is preferred

Work Details

Job Type: Full-time

Work Location: Hybrid remote in Chandigarh

Flexible timings available

RESPONSIBILITIES

Help with HR support work

Talk with candidates and employees

Assist in employee relations work

Support hiring and joining process

Keep HR records updated

Coordinate with the team when needed

SKILLS

Interest in HR work

Freshers can apply

EXPERIENCE

Basic HR knowledge is helpful. Human resources background is preferred