

WORK VAPOR

Job Link: <https://workvapor.in/jobs/hr-executive-export-company/>

HIRING ORGANIZATION

Wolf Group India

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Rajkot, India

DATE POSTED

? March 24, 2026

HR EXECUTIVE (EXPORT COMPANY)

BASE SALARY

INR 30000 - INR 40000

DESCRIPTION

Job Title: HR Executive

Handle recruitment and employee management for different departments.

Organization: Wolf Group India

Location: Rajkot

Employment Type: Full-time

Salary: Up to ₹40,000 per month

Experience Required: 1–3 Years (Freshers with strong skills can apply)

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About the Company

Wolf Group India is a growing export company working in international business. The company offers good exposure to global markets and business operations.

Job Overview

This role is suitable for candidates interested in HR functions like recruitment and employee management. You will support hiring and help maintain a positive workplace.

Key Responsibilities & Role Details

- Manage full recruitment process from hiring to onboarding
- Hire candidates for sales, operations, and support roles
- Maintain employee records and HR documents
- Coordinate with departments for hiring needs
- Handle attendance, leave, and payroll basics
- Support HR policies and compliance
- Maintain good employee relations

Eligibility & Skills Required

- Bachelor's degree in HR or related field
- 1–3 years HR experience (freshers can apply)
- Good communication and interpersonal skills
- Knowledge of job portals (Indeed, Naukri, etc.)
- Ability to multitask and work independently

Perks & Benefits

- Cell phone reimbursement
- Paid sick leave & paid time off
- Growth opportunities
- Exposure to international business

How to Apply

Send your resume via email or WhatsApp.

You can send your resume to the given email/phone/WhatsApp.

Email: winay.wolfgroup@gmail.com

WhatsApp: +91 9016553412