WORK VAPOR

Job Link: https://workvapor.in/jobs/hr-executive-female-work-from-office-in-surat/

HR EXECUTIVE (FEMALE), WORK FROM OFFICE IN SURAT

BASE SALARY

INR 15000 - INR 25000

DESCRIPTION

Job Role: HR Executive (Female)

Company: Votiko Solutions Pvt. Ltd.
Job Type: Full-Time
Work Mode: Work From Office
Location: ICC Building, Ring Road, Surat
Salary: ?15,000–?25,000 per month
Working Hours: 9:00 AM–6:00 PM
Eligibility: Graduation Mandatory
Candidates: Freshers & Experienced Graduates

Contact Details:
HR: +91 8980851139
Call/WhatsApp: 8511539085
Email: hr@votiko.com

Votiko Solutions Pvt. Ltd. is hiring an **HR Executive (Female)** for its Surat office. The position is full-time and offers a salary of ?15,000 to ?25,000 per month.

Freshers and experienced graduates can apply. Graduation is mandatory for this position.

Key Responsibilities

- Handle recruitment and candidate coordination.
- Support hiring and onboarding.
- Manage HR documentation.
- Handle joining and exit formalities.
- Support employees when required.

HIRING ORGANIZATION

Votiko solutions

EMPLOYMENT TYPE

Full-time, Part-time

DATE POSTED

? September 27, 2026

JOB LOCATION

ICC Building, Ring Road, Surat, India

- Coordinate training activities.

What You Will Gain

- Practical HR and recruitment experience.
- Professional growth opportunities.
- Exposure to HR operations.

How to Apply

Interested candidates can contact the HR team through Call/WhatsApp or email.

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