

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/hr-executive-human-resources-workforce-management-udumalaipettai/>

## HIRING ORGANIZATION

SKY FOODS

## EMPLOYMENT TYPE

Full-time, Part-time

## JOB LOCATION

India

## HR EXECUTIVE – HUMAN RESOURCES, WORKFORCE MANAGEMENT, UDUMALAIPPETTAI

## BASE SALARY

? 12000 - ? 15000

## DESCRIPTION

### SKY FOODS

Udumalaipettai, Tamil Nadu

Work Mode: In-person

Employment Type: Full Time, Permanent

Salary: ?12,000 to ?15,000 per month

Contact Number: 6383656272

### Job Overview

This role is for HR work in a food company setup. Main focus is handling recruitment, employee records, and managing North Indian manpower. Candidate should be active, organized, and able to handle daily HR tasks in simple and proper way.

### Recruitment Work

- Handle full hiring process like sourcing and screening
- Support employee onboarding process
- Maintain candidate records and HR files
- Coordinate with departments for manpower need

### Employee Management

- Manage attendance and leave records

- Maintain employee database properly
- Handle HR documents and compliance files
- Solve employee issues in simple and fair manner

## Workforce Handling

- Manage North Indian and Hindi speaking staff
- Maintain discipline in workplace
- Communicate clearly with workers
- Coordinate between staff and management

## Other HR Support Work

- Assist in payroll related coordination
- Prepare basic HR reports
- Support daily HR operations
- Handle multiple tasks at same time

## Required Skills

- Good communication and interpersonal skill
- Basic HR knowledge
- Strong organization ability
- Must know Hindi (important requirement)
- Basic Tamil and English preferred

## Qualification

- Bachelor's degree in HR or Business Administration
- Minimum 1 year HR experience required

## How to Apply

Interested candidates can send CV or contact directly on WhatsApp.  
Contact Number: 6383656272