

WORK VAPOR

Job Link: <https://workvapor.in/jobs/hr-executive-payroll-executive-remote-372325/>

HIRING ORGANIZATION

KLP Corporate Services

EMPLOYMENT TYPE

Full-time

JOB LOCATION

? Remote work from: India

HR EXECUTIVE / PAYROLL EXECUTIVE (REMOTE)

BASE SALARY

INR 17500 - INR 20000

DESCRIPTION

HR Executive / Payroll Executive (Remote)

KLP Corporate Services is hiring HR Executive and Payroll Executive candidates. This opportunity is suitable for candidates with HR or payroll experience. You will support HR operations and payroll related work.

The job post mentions **Work Location: Remote**. Although Bangalore is mentioned it appears to be the hiring office location.

Contact Details

Email: klpcorporateservices@gmail.com

Job Details

- Position: HR Executive / Payroll Executive
- Company: KLP Corporate Services
- Job Type: Full Time
- Work Mode: Remote (Work From Home)
- Experience: 1 to 2 Years
- Qualification: MBA (HR) or B.Com
- Salary: ?17,500 to ?20,000 per month

About the Position

You will support daily HR and payroll activities. The company is looking for candidates with relevant experience and good organizational skills.

This role is suitable for candidates who can manage HR tasks with accuracy. Good communication and attention to detail are important for this position.

Key Responsibilities

- Handle HR operations.
- Manage payroll related tasks.
- Maintain employee records.
- Support recruitment and HR activities.
- Prepare HR documents.
- Ensure accurate payroll processing.

Required Qualifications

- MBA in HR or B.Com.
- 1 to 2 years of experience.
- Good communication skills.
- Basic computer knowledge.
- Good organizational skills.
- Attention to detail.

Benefits

- Work from home.
- Flexible schedule.
- Cell phone reimbursement.
- Paid sick leave.

How to Apply

Send your updated resume to **klpcorporateservices@gmail.com**.