

WORK VAPOR

Job Link: <https://workvapor.in/jobs/hr-executive-recruitment-profile-gurgaon-hybrid-work-348608/>

HIRING ORGANIZATION

Amaytics Digital Services Pvt. Ltd.

EMPLOYMENT TYPE

Part-time

JOB LOCATION

Gurgaon, India

? Remote work from: India

HR EXECUTIVE RECRUITMENT PROFILE, GURGAON HYBRID WORK

BASE SALARY

INR 15000 - INR 30000

DESCRIPTION

Amaytics Hiring Admin cum HR Executive

Amaytics Digital Services Pvt. Ltd. is hiring Admin cum HR Executives. This is a good opportunity for candidates with HR and administration experience. Both full-time and part-time options are available.

Contact Details

Email: anuradha@amaytics.com

Phone: +91 9818226393

Job Details

Company: Amaytics Digital Services Pvt. Ltd.

Location: Gurgaon Haryana

Work Mode: Work From Office / Work From Home / Hybrid

Salary: ?15,000 – ?30,000 per month

Job Type: Full-time / Part-time

About the Work

This is a mix of HR and admin work. You will help with recruitment office tasks and employee management. You should have good communication skills and basic HR knowledge.

The company is looking for active and responsible candidates. You should be able to work with teams and handle daily office activities smoothly.

Main Responsibilities

- Handle daily admin and office work
- Support recruitment and onboarding process
- Maintain employee records and documents
- Manage attendance leave and payroll work
- Help in training and development activities
- Coordinate with different departments

Requirements

- 1 to 2 years experience in HR or admin work
- Good communication skills
- Basic HR process knowledge
- MS Office knowledge
- Ability to work independently
- Team handling skills

Preferred

- Experience in social media marketing
- Remote work availability
- Knowledge of HR software tools

Benefits

- Paid time off
- Work from home option
- Flexible work setup

How to Apply

Interested candidates can send their resume by email or contact directly on phone.

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RESPONSIBILITIES

- Handle daily admin and office work
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- Manage attendance leave and payroll work
- Help in training and development activities

- Coordinate with different departments

JOB BENEFITS

- Paid time off
- Work from home option
- Flexible work setup

SKILLS

Basic HR process knowledge

MS Office knowledge

Ability to work independently