

WORK VAPOR

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

HR EXECUTIVE

BASE SALARY

INR 200000 - INR 400000

DESCRIPTION

Company Profile

Teknobuilt is an innovative construction technology company accelerating Digital and AI platforms to help all aspects of program management and execution for workflow automation, collaborative manual tasks and siloed systems. Our platform has received innovation awards and grants in Canada, UK and S. Korea and we are at the frontiers of solving key challenges in the built environment and digital health, safety and quality.

Teknobuilt's vision is helping the world build better- safely, smartly and sustainably. We are on a mission to modernize construction by bringing Digitally Integrated Project Execution System – PACE and expert services for midsize to large construction and infrastructure projects. PACE is an end-to- end digital solution that helps in Real Time Project Execution, Health and Safety, Quality and Field management for greater visibility and cost savings. PACE enables digital workflows, remote working, AI based analytics to bring speed, flow and surety in project delivery. Our platform has received recognition globally for innovation and we are experiencing a period of significant growth for our solutions.

Key Responsibilities

Human Resources Support

- Assist with daily HR operations, documentation, and employee records.
- Support recruitment activities including job postings, resume screening, interview scheduling, and coordination.
- Help update HR trackers, templates, and policies under guidance.
- Assist in preparing basic employment and consultant contracts.

Executive & Administrative Support

HIRING ORGANIZATION

Teknobuilt

EMPLOYMENT TYPE

Full-time

JOB LOCATION

India

DATE POSTED

? April 20, 2026

VALID THROUGH

2027-02-20

- Support calendar scheduling and meeting coordination.
- Assist with internal and external communication, meeting notes, and follow-ups.
- Help arrange business trips, meetings, and company purchases.
- Organize receipts, invoices, and documents for record-keeping.
- Take meeting minutes and track action items.
- Support coordination of meetings across time zones.

Admin & Operations Experience:

- Managed daily administrative tasks including office operations, vendor coordination, travel arrangements, and record maintenance, ensuring smooth and efficient workplace functioning.

Operations & Marketing Support

- Assist in planning and organizing company events such as roundtables, conferences, and internal meetings.
- Support preparation and distribution of marketing materials including flyers, newsletters, and email updates.
- Coordinate with vendors, designers, and partners with supervision.
- Share company updates with prospects and existing clients.

Qualifications & Skills

- Graduate or final-year student from any discipline.
- Interest in Human Resources, Operations, or Business Administration.
- Good communication and interpersonal skills.
- Organized, proactive, and eager to learn.
- Comfortable using Microsoft Office tools and hands-on experience in Job postings.
- Ability to manage multiple tasks with guidance.
- Team-oriented with a positive and adaptable attitude.

Learning Outcomes

- Gain practical exposure to core HR and recruitment processes.
- Learn how HR policies and employee lifecycle management work.
- Develop professional communication and coordination skills.
- Understand how to support senior leadership and cross-functional teams.
- Gain experience in event coordination and basic marketing support.
- Build confidence in a professional, fast-paced work environment.

Employment Type: Full-Time

Interested candidates can send their CVs to careers@teknobuilt.com

Pay: ₹200,000.00 – ₹400,000.00 per year

Benefits:

- Health insurance
- Paid time off
- Provident Fund

Work Location: In person