WORK VAPOR

Job Link: https://workvapor.in/jobs/hr-staff-full-time-part-time-remote-india/

HR STAFF (FULL-TIME / PART-TIME, REMOTE INDIA)

BASE SALARY

INR 10000 - INR 17000

DESCRIPTION

HR Staff – Remote

GAOTek Inc. is hiring HR Staff for a remote work-from-home position. The opportunity is open to fresh graduates and experienced HR professionals. Full-time and part-time options are available.

Contact: Not provided
Email: Hire-India-C@thegaogroup.com

Location: Remote, India
Work Mode: Work From Home
Employment Type: Full-time / Part-time
Working Days: 5 days per week
Working Hours: 5:00 AM – 2:00 PM EDT/EST
Salary: ?10,028 – ?17,000 per month

The selected candidate will support recruitment, employee engagement, HR administration, and daily HR operations. The work also includes employee records, training coordination, reporting, and HR projects.

Responsibilities

- Support end-to-end recruitment activities.
- Assist with hiring processes.
- Support employee onboarding.
- Support employee engagement activities.
- Support employee retention initiatives.
- Maintain employee records.

- Maintain HR documentation.
- Coordinate training activities.
- Support employee development programs.
- Support performance management activities.
- Prepare HR reports.
- Handle HR administrative tasks.
- Schedule meetings.
- Support internal HR projects.
- Support daily HR operations.
- Follow HR compliance requirements.

Requirements

- Fresh graduates can apply.
- MBA graduates can apply.
- 0–2 years of HR experience for early-career candidates.
- 2+ years of relevant HR experience for experienced candidates.
- HR, Business Administration, or related education.
- Strong communication skills.
- Good interpersonal skills.
- Strong organizational skills.
- Ability to manage multiple tasks.
- Ability to meet deadlines.
- Basic leadership skills.
- Good team coordination skills.
- Microsoft Office knowledge.
- Own laptop or PC required.
- Stable internet connection required.
- Comfortable working in EDT/EST hours.
- English communication is required.
- Bachelor's degree is required.

Benefits

- 100% remote work.
- Global team exposure.
- Structured learning and development.
- Career growth opportunities.
- Supportive team environment.
- Paid sick time.
- Paid time off.

Salary Details

Compensation depends on qualifications, experience, skills, interview performance, and country of residence.

Application

Send your updated resume to Hire-India-C@thegaogroup.com. Use **"Application for HR Staff"** as the subject line.

HIRING ORGANIZATION

GAOTek Inc.

EMPLOYMENT TYPE

Part-time

DATE POSTED

? September 24, 2026

JOB LOCATION

? Remote work from: India