

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/human-resource-executive-368428/>

## HIRING ORGANIZATION

Votiko solutions

## EMPLOYMENT TYPE

Full-time, Part-time

## JOB LOCATION

INDIA

## DATE POSTED

? June 24, 2026

# HUMAN RESOURCE EXECUTIVE

## BASE SALARY

INR 15000 - INR 25000

## DESCRIPTION

HR Executive

**Company Name:** Votiko Solutions

**Location:** Surat, Gujarat

**Salary:** ₹15,000 – ₹25,000 per month

**Job Type:** Full-time

Votiko Solutions is hiring HR Executives for its Surat office. Freshers and experienced candidates are welcome to apply. This is an on-site opportunity for candidates who want to build a career in Human Resources.

### Contact Details

Email: [hr@votiko.com](mailto:hr@votiko.com)

Contact HR: +91 8511539085

Phone: +91 8980851139

The company is looking for motivated and organized candidates. You will support recruitment activities and employee management processes. This role offers hands-on HR experience in a growing organization.

The position is suitable for candidates who enjoy working with people. Good communication and organizational skills will help you succeed. Training and learning opportunities are available for the right candidate.

## Key Responsibilities

- Handle end-to-end recruitment
- Support employee onboarding
- Manage HR documentation
- Maintain compliance records
- Coordinate joining processes
- Manage employee exit procedures
- Support training activities
- Assist employees with HR-related queries
- Maintain employee records
- Support daily HR operations

This role requires attention to detail and professionalism. You will work closely with management and employees. The position offers exposure to multiple HR functions.

## Required Skills

- Good communication skills
- Basic HR knowledge
- Recruitment skills
- Documentation management
- Organizational skills
- Employee coordination
- Time management
- Professional attitude
- Computer knowledge

## Eligibility Criteria

- Freshers can apply
- Experienced candidates can apply
- Interest in Human Resources
- Good communication skills
- Ability to work from office

## Work Details

- Work Mode: On-site
- Location: Udhana Darwaja, Surat
- Working Hours: 9:00 AM to 6:00 PM
- Employment Type: Full-time

## Why Join

- Career growth opportunities
- Professional work environment
- HR learning exposure
- Recruitment and onboarding experience
- Employee management experience

This is a great opportunity for candidates looking to start or grow their HR career. The role provides practical experience across different HR functions and processes.

## How To Apply

Interested candidates can send their resume to [hr@votiko.com](mailto:hr@votiko.com).

You can also contact the HR team directly.

Contact HR: +91 8511539085

Phone: +91 8980851139