

WORK VAPOR

Job Link: <https://workvapor.in/jobs/human-resource-executive-role-with-office-work/>

HIRING ORGANIZATION

Sellngrow

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Kalindi Kunj Metro Station, New Delhi, Delhi, India

VALID THROUGH

2026-09-26

HUMAN RESOURCE EXECUTIVE ROLE WITH OFFICE WORK

BASE SALARY

INR 17000 - INR 23000

DESCRIPTION

Company Name: Sellngrow

Delhi office location near Kalindi Kunj Metro Station. This is a full-time office job only. Work from home is not allowed. Salary will be ₹17,000 to ₹23,000 per month with incentives and gifts. Candidates with HR experience are preferred.

WhatsApp: 9319366029

Job Overview

This role is for HR Executive. Work will include handling recruitment and daily HR operations. Candidate should be able to manage employees and maintain office environment.

Main Work

- Handle recruitment and job posting
- Screen resumes as per requirement
- Manage attendance and joining process
- Give induction to new employees
- Handle employee issues and conflicts
- Maintain HR records and compliance
- Send PIP mails to non-performing employees
- Implement company policies

Who Can Apply

- Bachelor's degree (BBA or MBA preferred)
- Minimum 1 year HR experience required
- Good communication in Hindi and English
- Basic understanding of HR processes

Work Location

Office job in Delhi (near Kalindi Kunj Metro Station).

Extra Information

- Full-time job only
- No remote or work from home
- Internship candidates will get unpaid stipend with travel allowance

Benefits

- Incentives and gifts
- Cell phone reimbursement
- Internet reimbursement
- Paid sick leave

Apply for This Role

Interested candidates can send resume directly on WhatsApp.

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