

WORK VAPOR

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

HIRING ORGANIZATION

Votiko solutions

EMPLOYMENT TYPE

Full-time, Part-time

DATE POSTED

? October 2, 2026

JOB LOCATION

Surat, Gujarat, India

HUMAN RESOURCE EXECUTIVE

BASE SALARY

INR 15000 - INR 25000

DESCRIPTION

Company Name: Votiko solutions

Job Type: Full-time

Salary: 15000-25000

Location: India

Email: hr@votiko.com

Contact HR: +91 8980851139

Job Description:

Looking to build your career in HR? ?

Votiko Solutions Pvt. Ltd. is hiring an enthusiastic *HR Executive (Female)* to join our team!

? *Location:* ICC Building, Ring Road, Surat (Work From Office)

? *Position:* HR Executive

? *Salary:* ?15,000 – ?25,000/month

? *Working Hours:* 9:00 AM – 6:00 PM

? *Eligibility:* Graduation is mandatory

? *Freshers & Experienced Graduates can apply*

? *Key Responsibilities:*

? Recruitment & Candidate Coordination

? Hiring & Onboarding

? HR Documentation

? Joining & Exit Formalities

? Employee Support & Training Coordination

? *What We Offer:*

? Practical HR & Recruitment Experience

? Professional Growth Opportunities

? Exposure to HR Operations

? *Interested candidates can contact us:*

? *Call/WhatsApp:* 8511539085

? *Email:* hr@votiko.com

? *Know someone who may be interested? Feel free to share this opportunity!*