

# WORK VAPOR

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

## HIRING ORGANIZATION

MUMGRHUM INTERIOR STUDIO

## EMPLOYMENT TYPE

Full-time

## JOB LOCATION

226001, Lucknow, Uttar Pradesh, India

## DATE POSTED

? March 30, 2026

## OFFICE HR AND ADMIN EXECUTIVE

### BASE SALARY

INR 11000 - INR 25000

### DESCRIPTION

**Job Role:** HR Executive

**Company:** MUMGRHUM INTERIOR STUDIO

**Location:** Lucknow, Uttar Pradesh

**Salary:** ₹11,000 – ₹25,000 per month

**Job Type:** Full-time

**Experience:** Fresher / Experienced

**Benefits:** Cell phone reimbursement, professional growth

**Work Mode:** In person

#### Contact Details:

**Email:** [mumgrhum@gmail.com](mailto:mumgrhum@gmail.com)

**Phone:** +919219600474

#### Description:

Handle hiring, employee records, and office HR work. Help with payroll and attendance tasks. Work includes training support and daily coordination. Simple work but needs good communication.

#### Work You Will Do

- Manage recruitment and onboarding process
- Maintain employee records and documentation
- Conduct training and development sessions

- Handle payroll, attendance, and basic accounting
- Support daily office and employee activities

**Skills Required**

- Experience in HR work preferred
- Good communication and interpersonal skills
- Knowledge of MS Word, Excel, and PowerPoint
- Responsible and organised

**Work Benefits**

- Good salary based on experience
- Work in creative interior design environment
- Long-term growth opportunity
- Professional office experience

**How to Apply:**

Send your resume to the email or call directly using details below.

**Contact Details:**

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