

WORK VAPOR

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

HIRING ORGANIZATION

Prompt Personnel Pvt. Ltd.

EMPLOYMENT TYPE

Temporary

DATE POSTED

? September 29, 2026

JOB LOCATION

Malad, Maharashtra, India

ONBOARDING EXECUTIVE

BASE SALARY

INR 15000 - INR 16000

DESCRIPTION

Job Role: Onboarding Executive

Company: Prompt Personnel Pvt. Ltd.

Job Type: Full-Time

Work Mode: Work From Office

Location: Malad, Mumbai, Maharashtra

Salary: ₹15,000 – ₹16,000/month

Experience: Freshers

Working Days: Monday–Friday + Alternate Saturdays

Working Hours: 9:30 AM – 6:45 PM

Employment Type: Full-Time

Joining: Immediate Joiners Preferred

HR Contact: Prompt Personnel Pvt. Ltd.

Phone / WhatsApp: +91 7021639354

Application: Share your CV via WhatsApp or DM

Prompt Personnel Pvt. Ltd. is looking for a **detail-oriented Onboarding Executive** to manage the joining and onboarding process for new employees. The role includes document collection, employee coordination, HRMIS updates, induction, and internal team coordination.

The position is suitable for freshers who want to build a career in **HR Operations**. Good communication, documentation, coordination, and organizational skills are required.

Key Responsibilities

- Handle end-to-end onboarding activities for new employees.
- Collect and verify employee documents.
- Maintain employee records and documentation.

- Prepare offer letters and appointment letters.
- Complete joining formalities and onboarding kits.
- Ensure statutory and compliance documentation is completed on time.
- Conduct induction and orientation sessions.
- Coordinate with Payroll, IT, Admin, and Department Heads.
- Maintain employee databases and **HRMIS records**.
- Track onboarding status.
- Prepare onboarding reports.
- Handle employee queries related to joining and onboarding.

Required Skills

- Strong communication skills.
- Good interpersonal skills.
- Basic knowledge of **HR operations and onboarding**.
- Good documentation and coordination skills.
- Proficiency in **MS Office, Excel, and PowerPoint**.
- HR software or HRMS knowledge is an advantage.
- Strong attention to detail.
- Good organizational skills.
- Ability to manage multiple onboarding activities.
- Positive attitude and willingness to learn.

About Prompt Personnel Pvt. Ltd.

Prompt Personnel Pvt. Ltd. is a **28+ year-old HR services company** with a presence across 8 metro cities in India. The company provides services in recruitment, temporary staffing, labour law compliance, and talent management.

The role offers practical exposure to employee onboarding and HR operations. It also provides opportunities for learning and career growth in a professional work environment.

Why Join

- Career opportunity in HR Operations.
- Exposure to complete employee onboarding processes.
- Experience with a technology-driven HR services company.
- Learning and development opportunities.
- Professional work environment.

How to Apply

Interested candidates can share their **updated CV** through WhatsApp or DM.

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