

Job Role: HR Administrator
Location: Hyderabad
Salary: 2.5 LPA CTC
Duration: Full Time
Qualification: Any Degree
Year of Passout: 2021, 2022 and 2023

Job Responsibilities:

Admin related work

- Responsible for all Payments of Inward Bills including Maintenance, Stationery, Housekeeping, Security & other Vendors.
- Ordering monthly consumables of Stationery, Office supplies, housekeeping materials through online or through vendors.
- Facility management (Office lease renewal, Company licence renewal, Office parkings renewal, etc.)
- Processing the vendor bills to finance team post approval from reporting manager.
- Maintaining business cards, letter head paper, company envelopes, and other company named stationeries and printing requirements.
- Facilitate all shipping and clearing requirements. Provide general support to visitors.
- Knowledge of office management systems and procedures Working knowledge of office equipment, like printers and fax machines Book travel arrangements

HR related work

- Onboarding process of new employee.
- Briefing candidates & informing them about opening / requirement.
- Initiating the candidates for the interview scheduled

Skills:

- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- Submit and reconcile expense reports
- Provide general support to visitors
- Knowledge of office management systems and procedure



+91 90197 22344
+91 90084 87776



www.etoee.in
contact@etoee.in



296, 15th A Cross Rd, Sector A
Yelahanka New Town - 64

Interview Process:

- First Round: Written coding test focusing on Object-Oriented Programming concepts and logical problem-solving.
- Second Round: Hands-on coding test to evaluate practical coding skills and technical proficiency.
- Final Round: Face-to-face interview assessing technical knowledge, experience, and cultural fit.



+91 90197 22344
+91 90084 87776



www.etoel.in
contact@etoel.in



296, 15th A Cross Rd, Sector A
Yelahanka New Town - 64