

Job Role: HR Administration Associate
Salary: ₹1.5 - 1.75 LPA
Duration: Full Time
Qualification: BBA / B.M.S / BSC / B.COM / BA / MBA
Year of Passout: 2021, 2022 and 2023
Location : Bangalore

Job Responsibilities:

- Recruitment, onboarding, and leave management of employees, Organise team lunches and other activities
- Vendor/supplier/third party management
- Provide guidance and assistance in day-to-day operations
- Assist in admin-related activities

Skills:

- Excellent communication skills (verbal/written)
- Ability to create, track, and finish tasks in an organised way
- MS Excel and Word
- Should have a good academics record
- Can join immediately