

Job Opening

Admin & HR



Job description

- » Travel management, claims checking of employees
- » Handling asset management / housekeeping activities / service provider contract renewals
- » Monthly co-ordination with payroll dept / consultant for salary pay sheet, challans
- » Co-ordinating with accounts for salary processing
- » Handling pre and post-recruitment activities
- » Handling employee relations, employee training and employee engagement
- » Assisting in employee assessment & development
- » Updating internal HR databases, preparing and maintain HR documents
- » Should maintain official confidentiality
- » Any other tasks as assigned by the organization

Location: Pune

Qualifications

- » Essential: Graduate / MBA HR / HR Generalist. Preference: 1 – 2 years of experience
- » Desirable: Should be versatile with HR & Admin practices (Proficient in implementing HR systems & policies)

Reporting to: HOD HR

We are looking forward to your meaningful application stating your salary expectations by e-mail to office.india@ecoclean-group.net