

HR Executive

Pay: Up to ₹25,000.00 per month

Job description:

Experience: 2-5 yrs

Travelling required

Job Summary

We are looking for a proactive and detail-oriented HR Associate to support day-to-day HR operations in a garment manufacturing setup. The role requires someone who can effectively coordinate with factory workers, handle routine HR processes, and maintain accurate HR records using ERP systems and Excel.

Key Responsibilities

1. HR Operations
 - Manage daily HR operational activities at the factory level
 - Maintain employee records, attendance, and leave data
 - Support payroll inputs and verification
 - Handle joining formalities, documentation, and onboarding
2. Employee & Worker Coordination
 - Act as a point of contact for workers regarding HR queries
 - Support grievance handling and basic disciplinary processes
 - Ensure proper communication between management and shop-floor employees
3. HR Processes Support
 - Assist in recruitment coordination for worker and junior staff hiring
 - Maintain HR documentation and compliance records
 - Support performance management and employee engagement activities
4. ERP & Data Management
 - Update employee information in HR/ERP systems
 - Maintain HR reports, MIS, and trackers in Excel
 - Ensure accuracy of data entries and documentation

Required Skills & Competencies

- Basic knowledge of HR processes and labor practices
- Good communication and interpersonal skills, especially with factory workers
- Strong working knowledge of **MS Excel**
- Familiarity with **ERP/HRMS systems**
- Ability to handle multiple tasks and maintain confidentiality

HR Executive

Qualification

- Graduate in HR, Commerce, or related field
- MBA/PG Diploma in HR (preferred but not mandatory)

Preferred Profile

- Experience in manufacturing or garment industry
- Hands-on exposure to shop-floor HR operations

Why Join Us?

- We provide a positive and professional work environment that encourages collaboration and mutual respect.
- We believe in continuous learning and offer opportunities to enhance your skills and grow within the organization.
- We focus on long-term career development and aim to build strong, sustainable relationships with our employees.
- We see our employees as integral to our future growth and success, and we are committed to growing together.
- We value dedication, performance, and loyalty, and we ensure that deserving employees get the right opportunities to progress.

Job Type: Full-time