

# StratefiX

We are Because We **IMPLEMENT**

# Human Resource Associate

JOB DESCRIPTION



# Qualifications



## Experience

0 to 6 Months of experience  
in Human Resources



## Education

- BBA / MBA in Human Resources



## Skill Set

- Excellent communication
- Proficiency in MS Office
- Designing Tools (e.g. Canva, Video Editing, Gamma)

# Roles & Responsibilities

- Assist to manager in recruitment, onboarding, and employee documentation.
- Coordinate with the recruitment team for onboarding of new hires, ensuring a smooth integration into the company.
- Maintain employee records and support HR policy implementation and Data privacy.
- Organize employee engagement activities and address initial employee queries.
- Support HR projects like training programs and performance management.
- Prepare policies drafts , monitor attendance, leave records, and other HR metrics for accurate payroll processing.
- Support the implementation and administration of HR policies and procedures.



# Interview Procedure



1.  
**Telephonic  
Discussion**



2.  
**Written  
Assessment**



3.  
**Personal  
Interview**



4.  
**Final  
Interview**



5.  
**Welcome  
on board**

# Learning & Development Opportunity



## Graduated from Stanford Seed

A Great Opportunity to be a part  
of Stratefix Transformation  
program- 2023 under the  
guidance of Stanford Seed Program.



## Monday Blues Learning Sessions

External faculty learning  
sessions every monday for  
Upgrading Employees Skill  
& Knowledge.

# Cultivating Our Culture



# About us

StratefiX passionately delivers Advisory and Implementation Services in the area of Management Consulting to clients varying from SME sectors to large Conglomerates.

An organization founded by two Engineers, who believe that every business can grow exponentially if it has a strong strategic foundation.

**45+**  
**Consultants**

# Statistics



**300+ Satisfied Clients**



**40+ Industries**



**20+ Cities Coverage**



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# JOIN OUR TEAM



**Website : [www.stratefix.com](http://www.stratefix.com)**  
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