

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

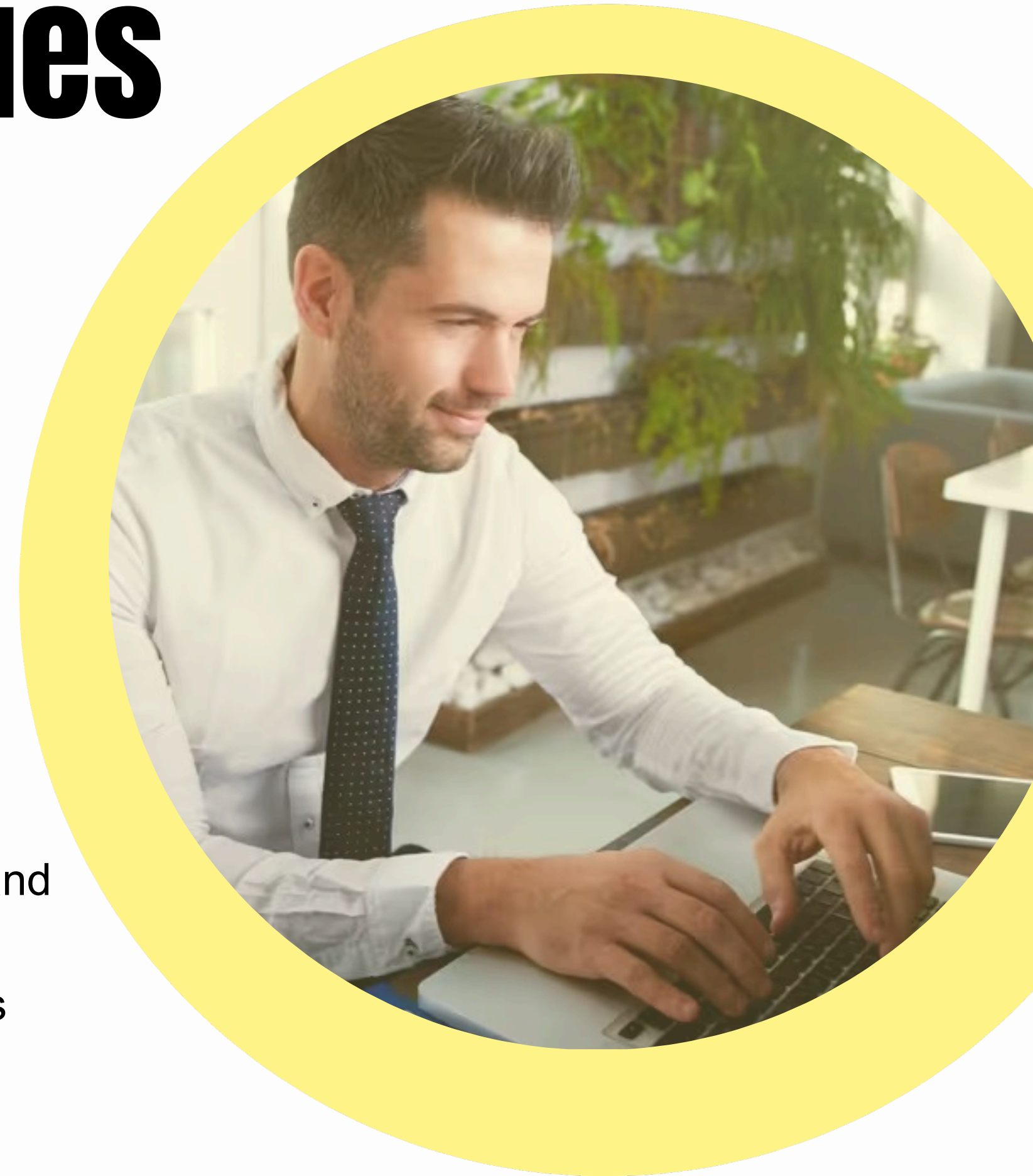


Skill Set

- 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



Stanford | Seed
Stanford Institute for Innovation
in Developing Economies

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**

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

Stratefix

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JOIN OUR TEAM

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