

## **HR COORDINATOR (UNISEX) - 1 Nos**

**Location - Budaun, Uttar Pradesh**

- \* Required Experience - 5 to 7 years of work experience in Human Resources.
- \* Education Qualification - Bachelor's degree in Human Resource
- \* Additional Qualification - Masters or Advanced degree in subject like MBA (HR),
- \* Skills & Competencies -
  - Honesty, fairness, transparency, and accountability
  - Moral principles, respect for others, and responsibility
  - Excellent in Negotiation
  - Remain calm and maintain composure in challenging or difficult situations,
- \* Responsibilities -
  - Assisting in recruitment and onboarding.
  - Managing employee records and benefits.
  - Coordinating training and development.
  - Develop employee retention programs and foster a positive work environment
  - Handle day to day HR related matters. Generating HR reports and providing support for projects and providing general administrative support to the HR team.
  - Perform OD activities (Policies, procedures, and Structure/Organogram) and Ensuring compliance with HR policies and laws.