



Category	Description
Company Name	DZIRE EDUTECH & MANAGEMENT PVT LTD.
Job Title	HR EXECUTIVE
Department	Human Resources
Reporting To	HR Manager
Location	Gurgaon
Job Summary	Provides support to the HR department, gaining practical experience in recruitment, on boarding, employee relations, and HR administration.
Key Responsibilities	<p><b>Recruitment &amp; On boarding:</b> Posting jobs, screening resumes, scheduling interviews, on boarding new hires, maintaining applicant tracking systems.</p> <p><b>HR Administration:</b> Maintaining employee records, preparing reports, handling inquiries, managing HR documents, assisting with benefits.</p> <p><b>Employee Relations:</b> Organizing events, addressing queries, maintaining communication platforms, collecting feedback.</p> <p><b>Compliance:</b> Assisting with labor law compliance and maintaining records &amp; other payroll activity</p>
Required Skills and Qualifications	<p>Pursuing/completed degree in HR</p> <p>Good communication skills.</p> <p>Proficiency in Microsoft Office Suite.</p>
Learning Outcomes	<p>Practical experience in HR functions</p> <p>Skills in recruitment, on boarding, and employee relations.</p> <p>Enhanced administrative and organizational skills.</p> <p>Improved communication and interpersonal skills.</p> <p>Exposure to HRIS.</p> <p>Understanding of HR compliance.</p> <p>Professional network development.</p>