

# JOB DESCRIPTION

## HUMAN RESOURCE EXECUTIVE



**Job Title:** Human Resource Executive

**Department:** MBA /MSW

**Location:** Chennai, India(WFH)

## Human Resource Executive - Batch of 2023-2024

Zynofus Technologies Private Limited is looking for a talented and motivated Human Resource Executive to join our team. The ideal candidate will have a strong understanding of HR principles and practices and be able to support the company's growth and development. The role will involve working with a variety of stakeholders, including employees, managers, and executives, to ensure that the company has a positive and productive work environment.

### Responsibilities:

- Participate in the end-to-end recruitment process, including sourcing candidates, screening resumes, conducting interviews, and coordinating with hiring managers.
- Assist in developing effective recruitment strategies to attract the best talent for various positions within the company.
- Handle on boarding and orientation processes for new employees, ensuring a smooth and welcoming integration into the organization.
- Manage employee records, ensuring accurate and up-to-date information in HR databases and personnel files.
- Support the performance management process by facilitating performance appraisals and providing guidance to managers and employees.
- Assist in developing and implementing HR policies, procedures, and employee engagement initiatives.
- Support employee relations by addressing employee queries, grievances, and disciplinary matters in a timely and professional manner.
- Coordinate and administer various HR programs, including training and development initiatives, benefits enrollment, and employee recognition programs.
- Collaborate with the finance department to process payroll and ensure accuracy in compensation and benefits administration.
- Stay updated with labor laws and regulations to ensure compliance with all legal requirements.

- Participate in HR-related projects and contribute to continuous process improvements.
- Maintain confidentiality of sensitive HR information and handle HR-related data with utmost integrity.

## Qualifications and Requirements:

- **Bachelor's degree in Human Resources Management, Business Administration, or a related field.**
- Previous experience as an HR Assistant, HR Coordinator, or in a similar HR role is preferred.
- Knowledge of HR best practices, labor laws, and regulations.
- Strong communication and interpersonal skills to build positive relationships with employees and stakeholders.
- Excellent organizational skills and attention to detail to manage multiple tasks efficiently.
- Ability to work independently and as part of a team, with a proactive and problem-solving mindset.
- Proficiency in MS Office applications and HR software is a plus.

## Compensation and Benefits:

**Annual Package:** Rs. 3.0 lakhs per annum

- Competitive salary and benefits package
- Opportunity to work on cutting-edge projects
- Collaborative and supportive work environment
- Opportunities for professional development

Working Conditions	Details
<b>Work hours</b>	The typical work hours for Software Engineers at Zynofus Technologies Private Limited are 9:00 AM to 6:00 PM, Monday through Friday. However, there may be some flexibility in the hours, depending on the project.
<b>Work environment</b>	The work environment at Zynofus Technologies Private Limited is <b>completely work from home</b> . Engineers are encouraged to work together to solve problems and share ideas, but they can do so from the comfort of their own homes. The company provides all of the necessary equipment and software for remote work, and there are regular online meetings and calls to keep everyone connected.

## Application Process:

Interested candidates from the batch of 2023-2024 are encouraged to apply through the Registration Link Below: <https://forms.gle/7LDbUgRk48uvyXAd8>

At Zynofus Technologies, we value diversity and provide equal employment opportunities. We are committed to nurturing talent and offering a supportive work environment that empowers our employees to excel in their careers.

If you are enthusiastic about leveraging your skills to create impactful technology solutions, we look forward to receiving your application.

