

HR EXECUTIVE TRAINEE

Description

No. of position: 5 [0–6 months of experience]

Full-time position. We are seeking an immediate joiner.

Responsibilities:

- 1. Recruitment Support:**
 - Assist in the end-to-end recruitment process, from sourcing candidates to conducting initial interviews.
 - Coordinate with hiring managers to schedule interviews and maintain candidate communication.
- 2. Onboarding:**
 - Facilitate the onboarding process for new employees, ensuring a smooth transition into the organization.
 - Collaborate with various departments to streamline the onboarding experience.
- 3. Employee Relations:**
 - Support HR functions related to employee relations, addressing queries, and maintaining a positive work environment.
 - Assist in organizing employee engagement activities and events.
- 4. Documentation:**
 - Maintain and update employee records, ensuring accuracy and confidentiality.
 - Assist in preparing HR-related reports and documentation as needed.
- 5. Compliance:**
 - Stay informed about labor laws and HR best practices to ensure compliance.
 - Support in conducting internal audits to assess compliance with company policies.
- 6. General HR Support:**
 - Provide administrative support to the HR team as required.
 - Assist in various HR projects and initiatives.

Responsibilities

- Strong and effective communication skills, both written and verbal.
- Ability to adapt to a fast-paced work environment and learn quickly.
- A collaborative approach with the ability to work effectively in a team.
- Proactive problem-solving skills and attention to detail.
- Excellent organizational and time management skills.
- Proficient in MS Office applications and a quick learner of HR software.

Qualifications

- MBA in HR is mandatory.

Hiring organization

Appfabs Innovation Pvt Ltd

Employment Type

Intern

Industry

Information and Technology

Job Location

First Floor, Amstor Annexe Building,
Technpark Campus, Kazhakuttam,
695581, Trivandrum, Kerala, India

Date posted

February 20, 2024

Valid through

02.03.2024

Contacts

[Appfabs Innovation Pvt Ltd](#)

First Floor, Amstor Annexe Building, Technpark Campus, Kazhakuttam, Trivandrum
, 695581

Website: <https://www.appfabs.ca>

Mail: teamhr@appfabs.in