



## Amrita International Vidyalayam, Bengaluru

**We're Hiring!**

### **HR Executive**

#### **Roles & Responsibilities**

- Manage end-to-end recruitment processes, including job postings, sourcing, screening, interviews, and selection.
- Coordinate joining formalities and employee onboarding.
- Conduct orientation programs for new employees.
- Maintain employee personal files and records.
- Ensure timely collection and verification of employee documents.
- Maintain attendance, leave records, and employee databases.
- Handle employee background verification processes.
- Process monthly payroll and salary-related activities.
- Conduct exit formalities and full & final settlements.
- Coordinate employee deactivation and recovery of company assets.
- Address employee concerns and grievances in a timely, professional, and confidential manner, ensuring fair resolution and fostering a positive work environment.

#### **Required Skills & Experience**

- Excellent communication and interpersonal skills.
- Bachelor's degree in Human Resources, Business Administration.
- Minimum 3 years of experience in Human Resources
- Ability to maintain confidentiality and handle sensitive employee information.
- Strong time management and multitasking abilities.
- Knowledge of recruitment, payroll processing.



- Ability to work collaboratively with different departments and manage multiple priorities effectively.

**Send your CV to:** [careers@aivb.amritavidyalayam.edu.in](mailto:careers@aivb.amritavidyalayam.edu.in)

or apply from Website <https://www.amritainternational.com/careers>

Contact: **96060 24809**