



HR EXECUTIVE - JOB DESCRIPTION

Date: 29-06-2024

Job Title: HR Executive

Location: Sarita Vihar, Delhi

Department: Human Resources

Job Type: Full-time

Experience: 2 years (Required)

Language: English (Required)

Work Location: In person

About Us:

Ruhvenile[®] Biomedical is a leading innovator in health tech, committed to excellence and driven by a passion for progress. Our team is dedicated to fostering a collaborative and inclusive workplace that values creativity, integrity, and professional growth. We are seeking a dynamic HR Executive to join our Human Resources team and contribute to our ongoing success.

Job Overview:

The HR Executive will play a pivotal role in managing and executing various HR functions, including recruitment, employee relations, performance management, and HR administration. This position requires a proactive and detail-oriented individual with a strong understanding of HR best practices and excellent interpersonal skills.

Key Responsibilities:

Recruitment and Onboarding:

- Coordinate the end-to-end recruitment process, including job postings, candidate screening, interviews, and offer letters.
- Conduct new employee orientations and ensure a smooth onboarding process.
- Maintain and update job descriptions and specifications.

Employee Relations:

- Act as a point of contact for employee inquiries and concerns.
- Assist in resolving employee issues and conflicts in a timely and effective manner.
- Promote a positive and inclusive workplace culture.

Performance Management:

- Support the performance appraisal process, including goal setting, performance reviews, and feedback sessions.
- Assist in identifying training and development needs and implementing appropriate programs.



Ruhvenile[®] Biomedical OPC Pvt. Ltd.

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HR Administration:

- Maintain accurate and up-to-date employee records in HRIS and other systems.
- Prepare and manage HR documents, including employment contracts, policies, and procedures.
- Ensure compliance with labour laws and company policies.

HR Projects and Initiatives:

- Participate in and support various HR projects and initiatives aimed at improving HR processes and enhancing employee engagement.
- Collaborate with cross-functional teams to drive HR strategies and objectives.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or related field.
- Minimum of 2 years of experience in HR roles.
- Strong knowledge of HR practices, employment laws, and regulations.
- Excellent communication and interpersonal skills.
- Proficiency in HRIS and MS Office Suite.
- Ability to handle sensitive and confidential information with discretion.
- Strong organizational and time-management skills.
- Proactive and self-motivated with a keen attention to detail.

What We Offer:

- Competitive salary
- Opportunities for professional growth and development.
- A supportive and collaborative work environment.
- The chance to be a part of a forward-thinking and innovative team.

How to Apply:

Interested candidates are invited to submit their resume and cover letter to career@ruhvenile.com with the subject line "HR Executive Application – [Your Name]." Applications will be reviewed on a rolling basis.

Ruhvenile[®] Biomedical is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.