

Position : HR Generalist

Location : JB Nagar Next to Metro Station -Andheri (E), Mumbai

Experience: 2-3 yrs of experience in HR

Qualification : PG/MBA in Human Resource

Category : Full time

* Experience in Recruitment is a must

Principal Accountabilities:

1. Managing **Recruitment and Induction**
2. Driving **Employee Retention & Engagement activities**
3. Facilitating **Training & Development** of Employees and new recruits
4. Maintaining **Work Culture**
5. Adherence to **HR Policy** (Leave /Attendance/ Allowance/ Others)
6. Managing **Office Administration**