

Job Title:	HR - Management Trainee	Department:	Human Resources
Location:	Andheri - East, Mumbai	Position Type:	Full-time
Experience:	6 Months to 1 year in HR		

About Tecknotrove Systems

Tecknotrove Systems is a young and dynamic technology company headquartered in Mumbai. Tecknotrove is Asia's leading simulation company focused in developing simulation and virtual reality solutions for critical applications. With a team of over 150 talented employees, we have delivered projects in over 28 countries worldwide. Our expertise lies in creating virtual worlds for critical applications using simulators and AR/VR technologies. The Company offers solutions for growing Industries like Automobile, Aviation, Defense and Mining. Our corporate office is based in Andheri, Mumbai, and the manufacturing facility is in Gujarat.

Position Summary

The role will involve supporting key HR activities, such as handling the HRMS, employee engagement initiatives, and assisting in recruitment and other HR initiatives

Roles and Responsibilities

- Ensuring HRMS portal updation of employee records and enhancing portal utilisation of all HR modules / functionalities
- Actively driving employee engagement initiatives along with the cultural committee for internal and external events.
- Support the execution of Recognition and Rewards (R&R) program, trainings and other initiatives.
- Update HR MIS, reports as required and maintain personal files
- Assist HRM in coordinating employee catch up meetings, vendor management and other tasks as assigned.
- Support the recruitment function for specific positions / tasks as necessary.

Job Requirements and Qualifications

Education	MBA in HR (2 yrs full time preferred)
Experience	6 months to 1 year of experience in HR
Skills & Competencies	<ul style="list-style-type: none"> • Proficient in MS Excel & PowerPoint • Positive attitude and quick learner • Excellent communication skills - verbal and written • Good team player and interpersonal skills