

Role: Executive – HR Operations

The Role

- Responsibility of hiring & onboarding brand promoters & maintaining their data
- Salary working & calculation of the promoters
- Leave management of the promoters
- Managing the team of 85+ promoters & leading them to increase the business impact
- Motivating the promoters to increase their sales numbers
- Tracking actual sales vis a vis targets
- Making feedback calls and understanding promoter's progress
- Maintaining attendance in the software
- Increasing overall promoters' retention
- Working on incentive plans

You're a good fit if you:

- Great communication skills (English & Hindi both)
- Good command over MS Excel
- Have a sense of ownership & problem-solving attitude.
- Good with negotiations
- Have high energy and love working with people

Preferred Experience:

- Overall, 1 year of experience in HR

Work Location:

- Worli, Mumbai

How to Apply-

Interested candidates are invited to submit their resume along with a cover letter detailing their relevant experience and motivation to **contact@pmspl.net**.