

Position – Officer (Male candidate only)

Location – Alwar, Rajasthan

Years of Exp – 2 - 4 years

Reporting –Sr. Manager, HR & ADMIN

Qualification and skills:

- Any graduate
- Good listener and communicator
- Should have problem solving skills
- Should have prior experience in working with HR applications
- Good inter personal relation skills
- Excellent computer skills
- Maintain Discretion and confidentiality

Job Description

- Will be SPOC of all HR and ADMIN related activities of Healthcare program in Alwar.
- Ensure completion of pre & post joining HR processes.
- Handle day to day HR activities.
- Ensure proper documentation
- Plan and drive employee engagement activities
- Facilitates and follows all HR processes
- All Administration work – upkeep, maintenance, cleaning of office premises
- Time to time travel other organisation locations in Rajasthan as and when required.
- Any other task allocated by reporting manager.

Should be well versed in MS Office (Specially MS Excel)

Salary Range – 3.60 – 5.00 LPA

How To Apply

Interested candidates can share their updated cv at contact@pmspl.net.in mentioning the name of the position in the subject line