

CIN: U70200AR2023PTC013998

COMPANY ESTD: 2023



NEHRM
ALL SOLUTIONS TOGETHER!

NEHRM SERVICES PVT LTD

CURRENT OPENING

Dated: 30th October, 2023

Position: Open for Interviews

Greetings for the Day,

NEHRM is looking forward to recruit for the below vacant position:

Position: HR Executive

No. of Openings: 2

Sector: Private

Salary: Starting Rs. 11,000/- pm

Incentives: Yes

Scope: Contractual for 1 Year

Location: Itanagar, Papum Pare, Arunachal Pradesh.

Qualifications & Other Requirements:

1. B.COM/BBA/Any Graduate course.
2. MBA (Specialization in Human Resource Management) (Highly Preferred).
3. Great People skills.
4. Well versed with Mathematical, Accounting, English speaking & Writing Abilities.
5. Ability to generate revenue by identifying pain points and suggesting suitable products or services etc.
6. Pro-efficient with digital communication, computer, IT software & tools.
7. Pleasant personality, neat, well-groomed appearance with great inter-personal and multi-tasking skill sets.

Role & Responsibilities:

1. To recruit, train, take interviews, attend meetings on behalf of the Company.
2. To generate revenue through Human Resource delegation, persuasion, employee and client retention skill sets.
3. To resolve conflicts and foster healthy team relationships regularly.
4. Strong critical thinking and problem-solving skills.
5. Thorough knowledge of employment laws, regulations, and best practices for Companies.
6. Ensure compliances with all employment laws and regulations.
7. Administer compensation and payroll programs and ensure accurate processing of payroll for all employees.
8. Manage and resolve employee and clients' complaints and grievances.
9. Develop and maintain positive relationships with government agencies and employee unions
10. To play the leadership role and focus on internal and external brand name alignment.
11. To maintain talent, absentees, wellness, operational, team productivity and Client satisfaction at all times.

Waii Apartment, Abotani Colony, Itanagar, Papum Pare, Arunachal Pradesh, India – 791111

Contact: +9 19560221309/+91 8730033522/+91 7005432898

Email id: nehmservices@gmail.com

www.nehrm.com

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Additional Offerings by the Client for this Role:

1. Laptop
2. Office Ergonomics

Scope at this Role:

1. Opportunity to experience industry exposure with the lead to enhance your business acumen with practicalities.
2. Increment in salary (conditional on performance basis post completion of 6 months).
3. Contractual in nature. (Contract renewable on satisfactory performance)

Interested candidates can:

1. Kindly register their profile at www.nehrm.com
2. Submit the updated CV at nehmservices@gmail.com

Process of Interview:

1. CV Screening Selection
2. Telephonic Interview
3. Face-to-Face Interview with the Board of Directors of NEHRM
4. Salary Finalization
5. Educational Qualification (Document Verification)
6. Reference Verification (Family members)
7. Police Verification (NOC from Police Department)
8. Offer Letter
9. Joining at the Establishment

Best Regards,
Team NEHRM
www.nehrm.com

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