

POSITION

SENIOR HR EXECUTIVE

DURATION

FULL TIME

LOCATION

PUNE- MAHARASHTRA**ABOUT US**

Knoxed Infotech has zeal and expertise in technology and innovation to make your dreams a reality. We are an ISO-TUV certified company with experience in the market of over 10 years. The following are some of the services we provide:

1. IT Services and solutions
2. Custom Software Development
3. Customer Support
4. Graphics

We also support Clients based in the UK and Germany through our dedicated departments as follows:

1. Procurement
2. Sales
3. Human Resources

We have our office locations in the UK, Germany and China. We believe in and support diversity. Our teams come from different Geographical locations within India and we believe that adds richness to our skill sets and knowledge. Our products are supplied to big-name brands and have been featured in the famous international magazine, having received an excellent five-star rating. We have, over the years remained committed to providing our clients with quality, customized service and it is this business model that has allowed us to expand and grow.

KNOXED TRAININGS

At Knoxed Infotech, we believe in our staff potential and aim to support all staff and develop their skills through comprehensive training and development programs. In line with this, we are providing a training facility to employees like Department training and business skills development training. For this purpose, the company is investing over **Rs. 2,00,000** and believes that enhancing staff skill sets will prove to be mutually beneficial in the longer run.

KNOXED TRAINING DETAILS

- PDCA (Plan-Do-Check-Act)
- 5W 1H (Who, What, When, Where, Why, and How)
- Quality Module - Think before you act
- Knoxed Document Process
- Thinking in colour
- Myers Briggs
- Learning to delegate
- Professionalism
- SMART methodology
- Meeting and Agenda structure

KEY AREAS OF RESPONSIBILITY

- Developing HR planning strategies with line managers by considering immediate and long-term staff requirements.
- Recruiting staff by preparing job descriptions and job adverts; deciding on how best to advertise.
- Shortlisting applicants for interview using a variety of selection techniques including psychometric testing Interviewing shortlisted candidates.
- Advising on pay and other issues, including promotion and benefits; administer payroll and maintain staff records.
- Interpreting and advising on employment legislation; develop and implement policies on a variety of workplace issues e.g. disciplinary procedures, absence management, working conditions, performance management, and equal opportunities
- Listening to grievances and implementing disciplinary procedures.
- Analyzing training needs in conjunction with line managers; planning and delivering training, including staff inductions.
- Responsible for operational functions of the company.
- Responsible for upkeep of the premise.

EXPERIENCE AND SKILLS REQUIRED

- Good communication skills
- Strong interpersonal skills
- Business awareness and commercial focus
- Leadership and strong management skills
- Technically competent
- Strong interpersonal skills
- Ability to analyze, interpret and explain the legal framework regulating employment
- Influencing and negotiating skills
- Personally credible
- Integrity and approachability.
- Education:-MBA (HR)
- Experience:-4 years and above of relevant experience
- Communication:-Excellent English communication both verbal and written

SALARY: RS. ₹ 26,000.00 – ₹ 28,000.00 /MONTH (DEPENDING ON THE LEVEL OF SKILLS)



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