



GARUDAASTRA

Aeroinventive Solutions Private Limited

CIN: U29100TG2019PTC135880

JOB ADVERTISEMENT

Job Adv. No.: GA21-05-HR/01	Ref. No.: GA/HR/RC/2021/005
Dated On: 09 November 2021	Location: Registered Office, Hyderabad

Job Designation	HR Assistant
Job Type	Intern; Duration: 6 Months
Salary Range	Hourly basis i.e., Rs. 70/- per hour @ 130 hrs per month
No. of Positions	1

Job Description:

Responsibilities:

- Assist with day-to-day operations of the HR functions and duties
- Provide clerical and administrative support to Human Resources Manager
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
- Deal with employee requests regarding human resources issues, rules, and regulations
- Communicate with public services when necessary
- Properly handle complaints and grievance procedures
- Coordinate communication with candidates and schedule interviews
- Assist our recruiters to source candidates and update our database
- Assist HR management/ maintenance related assistance

Requirements:

- Experience 0-1 yr. of experience
- Fast computer typing skills (MS Office, Excel in particular)
- Familiarity with ATS software and resume databases
- Basic knowledge of labour laws
- Good organizational skills
- Good communications skills
- Degree in Human Resources or related field

