

Senior Executive - HR - MP - 26/11

Post Code	MP - 26/11
Qualification	Bachelor's degree in Human Resources, Business Administration, or a related field.
Experience	Minimum 5+ years of relevant experience in HR Operations/HR Generalist roles.
Remuneration	Commensurate with qualification & experience and comparable with the best in the industry.
Employment Type	On Contract
Job Location	The position will be based at either GIFT City, Gandhinagar/ GNFC Infotower, Ahmedabad. However, depending on the organizational requirements, the employee may be transferred or posted to any other office location of the Company.
Role Overview	We are looking for an HR Operations professional responsible for managing end-to-end HR operations, employee lifecycle processes, payroll coordination, statutory compliance, HRIS, and employee support. The role will also support recruitment, performance management, employee engagement, and HR initiatives, while ensuring smooth and efficient HR processes and a positive employee experience across the organization.
Key Responsibilities	> Manage end-to-end HR operations including on-boarding, off-boarding, attendance, leave, and payroll coordination > Ensure compliance with labour laws, statutory regulations, and company policies > Maintain employee records, HRIS data, and documentation accurately > Coordinate with payroll vendor/internal team for timely and accurate salary processing > Handle employee queries related to HR policies, benefits, and administrative matters > Support recruitment operations: scheduling, offer letters, background verification coordination > Assist in performance management process and appraisals > Manage HR reports, KPIs, and analytics for leadership review > Coordinate with multiple departments to streamline HR processes and improve employee experience > Support implementation of HR initiatives, training programs, and engagement activities
Interested candidates may fill-up the application form online through mentioned link as well as upload the detailed resume latest by 14/09/2026	