

MSK Consultants and Engineers (P) Ltd



Human Resources Generalist | Hyderabad

Expereince-2-4 Yrs

Status- Full-time

Reports to: Director

You:

Position Summary:

The HR Generalist will be primarily responsible for administration, recruiting of all positions including certain premier positions, on-boarding, and data and record management. The HR Generalist will also assist the Director with administering various HR initiatives and programs.

Job Description :

- Assists with administering various human resources programs.
- Performs benefit administration to include enrollments, terminations, claims resolution, change reporting, reviewing invoices for accuracy, and communicating benefit information to employees.
- Conducts audits of various benefit plans, including reviewing corresponding payroll deductions to assure accuracy of information.
- Recruits for open positions; posts jobs, sources candidates, reviews resumes, conducts phone interviews and in person interviews, and completes reference checks.
- Compiles new hire packets and conducts new hire orientations; prepares ID badges, orders garage cards as needed.
- Tracks probations, including sending reminders to supervisors.
- Verifies Human Resource information records and compiles reports from payroll database.
- Maintains personnel files in compliance with applicable legal requirements.
- Maintains required postings in compliance with central and state regulations.
- Works with the director in administering the performance evaluation process.
- Assists in the development and implementation of HR policies and procedures.
- Coordinates organizational training and development efforts.
- Assists director with various research/special projects, (ie: Wellness initiative, reward and recognition, compensation, etc.)
- Recommends new ideas, approaches and procedures to enhance the efficiency and value of the HR department.
- Assist in evaluating candidates during and after training programs
- Performs other related duties as required and assigned.

Skill Sets :

- Knowledge of principles and practices of HR administration
- Knowledge of employment laws and regulations
- Familiarity with various health insurance plans
- Effective oral and written communication skills
- Proficiency in using a variety of computer software applications, specifically Excel and Microsoft Word.
- High level of interpersonal skills to handle sensitive and confidential situations
- Attention to detail in composing, typing and proofing materials,
- Ability to establish priorities and meet deadlines.
- Must be having an MBA HR Degree from a reputed college/university

We:

- Are a young organization and the workplace is an extension of our families back home.
- Mondays and Fridays have the same effect on us.
- Value positive vibes, honesty, sense of judgement, empathy and self-motivation.
- Believe in experimentation and don't think of new things as daunting enough to take up at any point in time.
- We are India's only Outsourcing PMO (Construction Project Management office)
- We have a team who is very experienced with high-scalability engineering.
- Are looking for driven and focused individuals.
- Will be more than happy to hear from you.

Compensation:

Depends on Experience and will be decided upon placement (Range- 1.8 L to 2.4 L CTC)

Apply:

Please send all Resumes to [msкеpl@gmail.com](mailto:mскеpl@gmail.com)