

HR Executive

An execution-focused role responsible for the accurate and timely delivery of first-touch HR tasks — from candidate sourcing and employee records to documentation, leave administration, and on-ground welfare support.

Department	Human Resources
Reports To	HR Coordinator
Seniority	Executive
Location	Head Office

Role Overview

The HR Executive is the execution layer of the HR function. Working under the direction of the HR Coordinator, this role ensures that all first-touch HR tasks are completed accurately and on time — from posting a job opening and verifying candidate documents, to maintaining employee records and coordinating farewell arrangements.

This is a high-volume, detail-oriented role that requires strong organisational skills, a service mindset, and the ability to handle sensitive information with discretion. The HR Executive does not set or interpret policy but ensures that processes run smoothly and documentation is always in order.

Key Responsibilities

Recruitment Support

- Post job openings on the organisation's website, job portals, newspapers, and other relevant platforms as directed
- Support candidate sourcing — tracking applications, maintaining a candidate log, and sharing updates with the HR Coordinator
- Conduct document verification and reference checks for shortlisted candidates
- Handle candidate communication throughout the recruitment process — interview confirmations, status updates, and joining instructions
- Coordinate interview logistics — scheduling, panel communication, and venue or video link setup

Pre-Joining Logistics

- Collect and verify all pre-joining documents as per the checklist; follow up with candidates on missing items
- Coordinate workstation setup, system access requests, and ID card preparation before the joining date
- Prepare joining kits and ensure all materials are ready on day one
- Send the new joiner information mailer across the organisation on the day of joining

Employee Records & Database

- Maintain all physical and digital employee files — ensuring they are complete, current, and organised
- Update the employee information database on all joinings, exits, transfers, and role changes on the day they occur
- Coordinate the annual employee information update process — distributing, collecting, and filing updated forms
- Maintain the employee information database with accuracy; flag discrepancies to HR Coordinator

HRMS Data Entry

- Enter and update records for all new joiners and relocated staff in the HRMS on the day of joining or transfer
- Support the HR Coordinator in HRMS data audits by flagging incomplete or inconsistent records
- Download digital attendance records as directed and share with the HR Coordinator for analysis
- Daily base center wise attendance check

Employee Lifecycle Documentation

- Draft confirmation, transfer, experience, increment, promotion, and miscellaneous letters as directed by the HR Coordinator
- Process resignation and termination documentation — preparing letters and exit formality checklists under HR Coordinator oversight
- Coordinate No Dues clearance and Non-Objection Certificates at separation — following up with relevant departments
- Document and file exit interview records; share completed records with HR Coordinator
- Issue and manage official ID cards and visiting cards for all staff

Leave & Attendance Administration

- Receive, verify, and file all leave forms (emergency, paternity, maternity, comp-off) on the day they are submitted
- Maintain and update leave records; display monthly leave records as per schedule
- Support the HR Coordinator in informing Finance of unpaid leave and deductions
- Download digital attendance records periodically and share with the HR Coordinator
- Follow up with staff on attendance irregularities as directed by the HR Coordinator

Holiday List Administration

- Circulate main and state-specific holiday lists across the organisation following Head of HR approval
- Manage and distribute the Government holiday list for OPC/MPCC hospital deployment
- Maintain records of holiday list distribution and acknowledgement

Probation Documentation

- Maintain a probation tracker with all relevant dates; send timely reminders to HR Coordinator and Unit Heads
- Prepare probation review documentation packs for Unit Heads as directed by HR Coordinator
- File all probation feedback and outcomes in the employee record

Increment & Promotion Letters

- Draft increment and promotion letters as directed by the HR Coordinator
- Ensure letters are accurate, properly formatted, and submitted for HR Coordinator review before issue
- File issued letters in employee records on the day of issue

Onboarding Support

- Assist the HR Coordinator in executing the induction schedule — coordinating room bookings, materials, and participant logistics
- Coordinate buddy assignment logistics — communicating the buddy pairing to both parties before joining day
- Support the culture and values orientation session with logistics and documentation

Employee Welfare & Celebrations

- Send birthday e-cards to all employees on their birthday without exception
- Coordinate farewell arrangements for departing staff — both team-level and organisation-level, as directed
- Provide on-ground support for all welfare events, professional day celebrations, and festival events organised by the HR Coordinator
- Assist in logistics for the annual picnic and health check-up programmes when planned

General HR Administration

- Maintain organised physical and digital filing systems for all HR documents
- Handle HR-related courier and dispatch coordination
- Liaise with background verification agencies on pending verifications and share updates with HR Coordinator
- Assist in drafting internal HR communications and notices as directed
- Support IEC dissemination of policy updates to staff as directed by HR Coordinator
- Provide administrative support during audits, inspections, and any HR-related reviews

Qualifications & Experience

- Graduate degree required; specialisation in Human Resources or Business Administration preferred
- 0–2 years of HR or administrative experience; motivated freshers with strong organisational skills will be considered
- Proficiency in MS Office Suite (Word, Excel, Outlook); prior exposure to any HRMS platform is an advantage
- Excellent written communication skills for drafting professional letters and communications
- Strong attention to detail and ability to manage a high volume of tasks without errors
- Reliable, punctual, and highly organised with a genuine service orientation
- High discretion when handling confidential employee information

Key Interfaces

- Internal: HR Coordinator, all employees, Finance team, Admin team, Unit Heads
- External: Background verification agencies, courier and logistics vendors, ID card vendors