

## HR Executive

### Description

We are looking for a HR Executive / Talent Acquisition Specialist to join our Human Resources department and oversee our full-cycle recruiting.

Talent Acquisition responsibilities include sourcing candidates through various channels, planning interview and selection procedures and hosting or participating in career events. To be successful in this role, you should be able to develop long-term recruiting strategies and nurture trusting relationships with potential hires.

Ultimately, you will create strong talent pipelines for our company's current and future hiring needs.

### Responsibilities

- Collaborate with the IT department to understand hiring needs and create job descriptions.
- Source, screen, and interview candidates with a focus on technical roles.
- Manage the recruitment process, from job posting to onboarding.
- Serve as a point of contact for IT employees regarding HR-related queries and concerns.
- Facilitate conflict resolution and promote a positive work environment.
- Conduct exit interviews and analyze feedback to improve retention strategies.
- Assist in the development and implementation of performance evaluation processes.
- Provide support and guidance to managers and employees on performance-related issues.
- Track and analyze performance data to identify trends and areas for improvement.
- Identify training needs within the IT department and coordinate relevant programs.
- Support career development initiatives and succession planning for IT employees.
- Maintain up-to-date records of training activities and outcomes.
- Maintain and update employee records in compliance with legal requirements and company policies.
- Assist in the development and implementation of HR policies and procedures.
- Ensure compliance with labor laws and regulations specific to the IT industry.
- Assist in the administration of compensation and benefits programs.
- Conduct market research to ensure competitive compensation packages for IT roles.
- Provide guidance on benefits enrollment and address employee inquiries.

### Skills

- Strong understanding of IT roles and technical skills.

### Hiring organization

Conduct Exam Technologies LLP

### Position

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### Employment Type

Full-time, Intern

### Experience

Minimum 1 years Experience as HR in IT Company (Fresher Can Also Apply)

### Job Location

RK House, 1 Ram Vihar Society, Near Backbone Medicity, B/H Twin Star, Nana Mava Chowk, 150 Feet Ring Road, 360002, Rajkot, Gujarat, India

### Date Posted

February 25, 2025

- Excellent communication and interpersonal skills.
- Knowledge of labor laws and regulations.
- Strong organizational and time-management skills.
- Ability to handle sensitive information with confidentiality and professionalism.