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Human Resources – All India Jobs – Vedantu Careers

Job Location

India
Remote work from: IND

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Base Salary

USD 14 - USD 24

Qualifications

Graduate

Employment Type

Full-time

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Description

Human Resources

As a Human Resources Assistant at Vedantu, you'll play a crucial role in supporting our ever-growing team. You'll be responsible for a variety of tasks, from recruitment and onboarding to employee relations and benefits administration. This role is perfect for someone who is passionate about people, detail-oriented, and excited to contribute to a dynamic and supportive company culture.

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Vedantu Careers

Responsibilities:

- **Support the full employee lifecycle:** Manage the recruitment process, from screening resumes to conducting interviews and onboarding new hires.
- **Foster a positive and engaging work environment:** Organize employee engagement activities, handle employee relations issues, and ensure compliance with company policies and regulations.
- **Contribute to talent development:** Assist with training and development programs, performance reviews, and career progression planning.
- **Maintain accurate and up-to-date employee records:** Process payroll, manage benefits administration, and ensure data integrity.
- **Partner with other departments:** Collaborate with senior management and team leaders to align HR practices with business goals.

Hiring organization

Vedantu

Date posted

January 31, 2024

Valid through

31.08.2024

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Vedantu Jobs For Freshers

Skills:

- Excellent written and verbal communication skills.
- Strong organizational and time management skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.
- Positive and proactive attitude with a passion for helping people.
- Fresh graduate or candidate with 1-2 years of experience in an administrative or HR role (preferred).

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