

Human Resources – Free Job Alerts – PhonePe Jobs For Freshers

Hiring organization
PhonePe

Job Location

India
Remote work from: IND

Date posted
February 26, 2024

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Valid through
31.08.2024

Base Salary

USD 10 - USD 22

APPLY NOW

Qualifications

Graduate, 12th Pass

Employment Type

Full-time

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Description

Human Resources

As a Human Resources Generalist at PhonePe, you will play a vital role in supporting our diverse and energetic workforce. You will gain valuable experience in all aspects of HR, from talent acquisition and onboarding to employee relations and performance management. This is an excellent opportunity for a motivated and enthusiastic individual to launch their career in the exciting field of Human Resources.

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PhonePe Careers

Responsibilities:

- Assist with the recruitment process, including sourcing candidates, managing applications, and scheduling interviews.
- Support with onboarding new employees, ensuring they have a smooth and positive experience.
- Provide administrative support for a variety of HR functions, including payroll, benefits administration, and employee relations.
- Stay up-to-date on HR policies and procedures, and ensure compliance with all relevant regulations.
- Contribute to maintaining a positive and engaging work environment for all employees.

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Phonepe Jobs For Freshers

Skills:

- Strong organizational and communication skills.
- Ability to work independently and as part of a team.
- Attention to detail and accuracy.
- Proficient in Microsoft Office Suite.
- Passion for HR and a desire to learn and grow in the field.

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