

Job Description

HR Executive: Structured Roles & Responsibilities

I. Talent Acquisition & Lifecycle Management (The Entry Stage)

- **Sourcing & Screening:** Draft job descriptions and manage postings on various portals (LinkedIn, Indeed, etc.). Screen resumes to ensure a high-quality candidate pipeline.
- **Interview Coordination:** Act as the bridge between candidates and hiring managers, managing schedules and feedback loops.
- **Seamless Onboarding:** Execute the "Day 1" experience—from gathering KYC documents to setting up workstations and conducting company inductions.

II. HR Operations & Compliance (The Daily Engine)

- **Database Management:** Own the **HRIS (Human Resource Information System)**. Ensure all employee data—from contact info to contract renewals—is 100% accurate.
- **Attendance & Leave Tracking:** Monitor daily logs and manage leave approvals to ensure smooth departmental operations.
- **Payroll Support:** Prepare the monthly "Monthly Input Sheet" (MIS), including new joiners, exits, unpaid leaves, and expense reimbursements for the finance team.
- **Policy Adherence:** Ensure the office operates within the framework of local labor laws and internal company code of conduct.

III. Employee Experience & Development (The Growth Stage)

- **First Point of Contact:** Serve as the "Help Desk" for employees regarding benefits, grievances, or policy clarifications.
- **Engagement Initiatives:** Design and execute a monthly engagement calendar (e.g., "Employee of the Month," birthday celebrations, or skill-sharing workshops).

- **Performance Support:** Assist managers in tracking Key Performance Indicators (KPIs) and coordinating the logistics for mid-year and annual appraisals.

IV. Exit Management (The Closing Stage)

- **Offboarding:** Manage the resignation process, including exit interviews to gather honest feedback for company improvement.
- **Full & Final (F&F):** Coordinate with Finance to ensure all dues are cleared and "Experience Letters" are issued promptly.

Feature	Expectation for 1+ Year Experience
Autonomy	Can manage a recruitment drive with minimal supervision.
Tech Stack	Proficient in Google Workspace/MS Office; experience with at least one HRMS tool.
Communication	Ability to deliver "tough news" (like rejection) with empathy and professionalism.
Problem Solving	Capable of resolving minor employee conflicts before they escalate to senior HR.

About Fidel

Fidel offers comprehensive construction services across multiple sectors, with expertise in high-rise buildings. We Provide turnkey projects across Gujarat. Our services include:

- **Residential:** Construction of homes and apartment complexes.
- **Commercial:** Office buildings and retail spaces.
- **Industrial:** Large-scale industrial facilities and infrastructure.
- **Institutional:** Educational, healthcare, and governmental buildings.

The company's goal is to help build skylines and create lasting infrastructure solutions.

