HR Executive

Hiring organization
Tech-Fius Orbit Private Limited

Employment Type
Full-time, Contractor

Date posted
August 20, 2025

Description

? **Location**: Remote (Hybrid flexibility)
? **Type**: Full-Time
? **Experience**: 1–3 Years (Fresher with HR internship can apply)
? **Qualification**: Bachelor's or Master's in HR, Business Administration, or related field
? **Apply Now**: Send CV to hr@techfius.com
? **Company**: www.techfius.com

We are looking for an enthusiastic and detail-oriented **HR Executive** to join our growing team. As Techfius expands across IT, Media, Education, and Events, we need a dedicated professional to manage end-to-end HR operations – from hiring, onboarding, and documentation to training, compliance, and engagement.

You'll help build a people-first culture and ensure smooth communication across all departments.

Responsibilities

- Manage the **end-to-end recruitment lifecycle**: posting jobs, screening candidates, scheduling interviews, onboarding
- Handle **HR documentation**: offer letters, appointment letters, internship MoUs, NDAs
- Maintain **employee records**, leave tracking, and attendance registers (manual & digital)
- Coordinate internship enrollments, fee submissions, training tracking, and certification
- Implement basic **HRMS tracking**, performance reviews, and internal surveys
- Organize team building activities, training sessions, and feedback reviews
- Assist with payroll inputs, compliance coordination (PF/ESI/TDS), and basic accounting support
- Liaise with department heads to ensure manpower planning and conflict resolution
- Assist with outreach, HR branding, and LinkedIn hiring posts

Required Skills

- Strong verbal and written communication (English & Hindi)
- Knowledge of Google Sheets, Excel, Gmail, Drive, Docs
- Understanding of HR processes: Recruitment, Onboarding, Exit, Employee Engagement
- Familiarity with job portals, LinkedIn, and resume screening techniques
- Confidentiality, empathy, and conflict resolution skills

Preferred Skills (Bonus)

- Knowledge of Zoho People, Keka, or other HRMS tools
- Experience managing interns, freelancers, and hybrid teams
- Exposure to payroll software, compliance documentation, or startup HR setup
- Event coordination experience (internal workshops, hiring events)

Qualifications

Required Qualifications

- Bachelor’s or Master’s Degree in:
    - Human Resources
    - Business Administration
    - Psychology / Public Administration
- 1+ year experience in HR (or 6-month internship in HR domain)

Contacts

Why Join Techfius?

- Play a strategic role across **multi-domain companies**
- Learn startup culture, HR automation, and multi-role hiring
- Grow into HR Manager / Operations Lead roles
- Flexible work culture with accountability-based performance
- Great exposure to **media, IT, and education sectors**

? How to Apply

Email your:

- Updated Resume (PDF)
- Brief Cover Letter (optional but appreciated)
- Available Joining Date

To: hr@techfius.com
Subject Line: Application – HR Executive at Techfius