

## **Job Description**

1. **Official name of the designation:** Senior HR Executive
2. **Educational qualifications required:** Any Graduate
3. **Prior experience/skillsets required:**  
  
Experience on job portals, MS Excel, Microsoft Outlook, and Microsoft Word.
4. **Roles and responsibilities:**
  - *Wide Exposure to all HR Activities.*
  - *Good Communication and Inter-personal skills, confident and Poised in interactions with individuals at all levels and ability to handle pressure.*
  - *Problem Solving Skills and excellent knowledge in MS office 2007 and subsequent versions.*
  - Preparing Salary breakup, Monitoring of Attendance
  - Computation of salary in different forms like Monthly, fortnightly and weekly and different categories as staff, workers, Contract labour etc.
  - Maintenance of Leaves with wages.
  - General functions like Man power reports, over time and compensatory off.
  - Working on PF, ESI and Professional Tax.
  - Submissions of online PF and ESI Monthly Challans, Monthly Returns and Nomination and Declaration Forms.
  - Online Submission of PT Monthly Challans and Monthly Returns.
  - Taking care of PF Withdrawals for Left Employees.
  - Taking Care of Registrations Like: Company Registration, PF Registration, PT Registration and ESI Registration.
  - Working on Employee Bonus (As per Payment of Bonus Act and Company Norms).
  - Working on Payment of Gratuity.
  - Working on the Factories Act and other statutory & compliances pertaining to the establishment.
  - Preparing monthly checklists and visiting to Units to Audit.
5. **Reporting hierarchy (reporting to):** HR Manager
6. **Compensation offered:** 5-6 LPA

**NOTES:** If you have any doubts, please write to [careers@focusedumatics.com](mailto:careers@focusedumatics.com)