



FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Focus Edumatics is the offshore arm of US-based Focus Education and FEV Tutor and is part of the Focus group of companies, a renowned outsourcing solutions provider. The focus group is a global organization with offices across the world and operates in the healthcare, e-governance, and securities domain. With Focus Edumatics, the Focus group forayed into the learning space in 1999. Within a short span of its establishment, Focus Edumatics became one of the leading organizations in the learning space. We have partnered with reputed schools, universities, and colleges, government, and corporate organizations for tutoring school students, designing and creating curriculum content for schools, colleges, and skill development or enhancement of working professionals.

1. **Official name of the designation:** HR Executive

2. **Educational qualifications required:** Any Graduate

3. **Roles and responsibilities:**
 - Identify and source appropriate talent for current open roles within the Branches
 - Use social media, job boards, Internet sourcing, and other technical means to source candidates for open jobs.
 - Manage the onboarding formalities, prepare & issue relevant letters, ID cards, etc.
 - Ensure employee records are well maintained; help in smooth functioning of basic processes including salary payments, compliance (PF, Gratuity, ESI, insurance etc.), increments etc.
 - Should be very good in recruitment.
 - Uploading documents to the internal site

4. **Reporting hierarchy (reporting to):** HR Manager

5. **Compensation offered:** Rs. 2-3 lakhs per annum depending on the candidate's knowledge and experience.

NOTES: If you have any doubts, please write to careers@focusedumatics.com

For more details, please visit our website <https://www.focusedumatics.com>