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## HR Manager / Human Resource Manager Job in Jaipur – Female

### Description

1. Recruiting and hiring new employees, which may involve posting job advertisements, screening resumes, conducting interviews, and performing background checks.
2. Managing employee relations, which may involve addressing complaints and concerns, mediating conflicts, and enforcing company policies and procedures.
3. Overseeing employee performance management, which may involve setting performance goals, conducting performance evaluations, and providing feedback and coaching to employees.
4. Managing employee benefits and compensation, which may involve negotiating with vendors, administering benefits plans, and ensuring compliance with labor laws and regulations.
5. Developing and implementing policies and procedures, which may involve creating and updating employee handbooks, establishing and enforcing workplace safety standards, and addressing any other HR-related issues that arise.
6. Managing the on-boarding and off-boarding process of employees
7. Organizing employee training and development programs
8. Overseeing the maintenance of employee records and documents
9. Ensuring compliance with legal and regulatory requirements related to employment laws, such as anti-discrimination and anti-harassment laws.
10. Providing counsel and advice to management on matters related to human resources

### Qualifications :

- Bachelor's/ Master's Degree
- 3+ Years' Experience Working In An Office Setting
- Staffing & Supervision
- Administrative Skills
- Excellent Written And Verbal Communication Skills
- Strong Knowledge Of MS Office Software
- Ability To Multi-Task And Prioritize Projects
- Customer-Service Oriented
- Able To Complete Complex Administrative Tasks With Minimal Supervision
- Ability To Architect Strategy Along With Leadership Skills
- Competence To Build And Effectively Manage Interpersonal Relationships At All Levels Of The Company
- Managing Processes & Developing Standards
- Promoting Process Improvement
- Tracking Budget Expenses
- Informing Others

### Hiring organization

Trade Star Exports

### Beginning of employment

January 20, 2023

### Job Location

H1-1256, Sitapura Industrial Area,  
Phase III, 302022, Jaipur,  
Rajasthan, India

### Working Hours

8

### Base Salary

₹ 12000 - ₹ 35000

### Date posted

November 20, 2024

### Valid through

31.01.2023

Speak with the employer [+91 8955147545](tel:+918955147545)