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## HR Manager / Human Resource Operations Manager Job in Jaipur

### Description

- Managing the day-to-day operations of the HR department, including overseeing the administration of HR policies and procedures
- Managing employee data and records, including maintaining accurate and up-to-date information on employees' personal, compensation, and benefits information
- Ensuring compliance with labor laws and regulations, including OSHA, FLSA, and EEOC
- Assisting with recruitment and hiring, including posting job listings, screening resumes, and conducting initial interviews
- Assisting with employee relations issues and performance management
- Managing employee benefits and compensation, including overseeing the administration of health insurance, 401(k) plans, and other employee benefits
- Providing support for the HR management team and other departments as needed
- Managing employee files and HR-related documentations, ensuring all records meet legal compliance requirements
- Managing HR-related technology and software platforms, such as Human Resource Information Systems(HRIS)

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

### Hiring organization

Trade Star Exports

### Employment Type

Full-time

### Industry

Home Decor & Textile

### Job Location

Sitapura Industrial Area, 302022, Jaipur, Rajasthan, India

### Working Hours

8

### Base Salary

₹ 15000 - ₹ 30000

### Date posted

January 11, 2023

### Valid through

31.01.2023