**POSITION:** Sr. Executive HR **DEPARTMENT:** Human Resource **LOCATION:** Mumbai

# ROLE DESCRIPTION:

Responsible for managing the entire HR function in generalist profile. Role will require good understanding of task management and data analytics.

# DEPARTMENT DESCRIPTION:

The CanKids Human Resource is responsible for identifying, evaluating, and delivering the required services towards accomplishing organizational goals. The Dept. focusses on support, growth, career development, engagement, while continuously working on new ideas and techniques from the industry to reinforce among employees of CanKids.

# DUTIES AND RESPONSIBILITIES:

* End to End Recruitment including Job Portals & Vendor Management
* Joinings & Orientations
* Attendance, Leave & Payroll Management
* Human Resource Management System (HRMS)
* Statutory Compliance
* Employee Grievances
* Employee Benefits
* Employee Engagement Activities
* Reward & Recognitions
* Appointment letters, Confirmation, Transfers etc
* Employee Exit Process (Resignations, Terminations, Exit Clearance, F&F, E&R Letters)
* Execution of various learning programs at ground level

# EDUCATIONAL QUALIFICATIONS & EXPERIENCE:

* Postgraduate in in any stream with HR/IR
* 3+ year of relevant work experience in HR generalist profile
* Proficiency with MS Excel, PPT, and Word
* Language proficiency requirement – English