



WOOL RESEARCH ASSOCIATION

(Linked to Ministry of Textiles, Govt. of India)

P. O. Sandoz Baug, Kolshet Road, Thane- 400607 (Maharashtra) India

Website: www.wraindia.com

HR & ADMIN EXECUTIVE/OFFICER, THANE

Department: Human Resources

Job Location: Thane, Mumbai

We are looking out for a HR & Admin Assistant for our organization who will assist in HR & Admin operations.

Job Description:

- Organize, maintain, and update internal databases with digital and physical personnel records of relevant employee records.
- New employee onboarding, prepare offer documentation, and conduct orientation sessions.
- Assist in payroll by providing employee information on leaves and employee benefits.
- Schedule job interviews, contact, screen, and shortlist candidates as needed.
- Prepare correspondence, arrange meetings, and process confidential reports and documents.
- Employee engagement activities and event management.
- Admin related work.
- Contract & casual labour management.
- Liaising with government officials, external agencies etc.
- Assist the HR Head in of day-to-day tasks and additional task if as when required.

Experience and skills:

- 1-5 years of experience in relevant profile.
- PG/Graduate in Human Resources.
- Digital literate with expertise in using MS Office applications.
- Excellent organizational and communication skills.
- Prefer male candidate.

Interested candidate please share cv on ganeshk@wraindia.com