JOB DESCRIPTION

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| Name of the Organization | Max Life Insurance Company Limited |
| Website | https://www.maxlifeinsurance.com/ |
| About the Organization | Max Life Insurance Company Limited is a life insurance company in India with a joint venture between Max India Ltd and Axis Bank The company is a subsidiary of the publicly listed Max Financial Services and is the largest non-bank private-sector life insurer in India. |
| Profile Name | Executive / Sr. Executive – HR ( Off Roll) |
| Location | Gurgaon |
| Payroll | Max Life Insurance |
| Qualification  | Graduate |
| No. of mandate / requirement expected | 1 |
| Fresher / Experienced (If experienced then No. of years of exp required min-max) |  4 – 5 Years |
|   Job Responsibilities  | * Devising and owning the HR Project plan and ensuring key milestones are identified and communicated to key stakeholders
* manages a regular project reporting mechanism for the HR team and relevant business leaders
* Tracking and monitoring progress and escalating business risks where appropriate
* Conducts cost analysis, estimating expected costs for the project
* Good exposure of project management
* Proficiency in MS Office (Excel & PPT)
* Excellent communication skill
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| Salary | 5.5 – 6 LPA |