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| **Job Title:** | **HR Executive** |
| **Salary:** | **2.5 to 3.00 Lacs/annum CTC** |
| **Location** | **Attibele (industrial area) - Bengaluru** |
| **Reporting to:** | **HRBP** |

**Brief Introduction about Vision India:**

Description: Mailer Logo Is a Business Conglomerate **having three business verticals - Staffing, Rural BPO and Advisory services with** Annual Turnover of Rs 1500 Mn. Having a decade of credence in Human resource transformation, Vision India proudly stands with staffing client base of 100+ organizations with 32000 numbers as on exit June 2019. On skill plank, we have been working with Govt. of India, State govts and corporates, having skilled 32000+ numbers in our 24 skill centres across geography**.**

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| **Key Responsibilities** |
| 1. Time Office Management which includes;   Knowledge of Time recording software or systems  Daily Reporting of Attendance, Headcount Reports  Leave & Attendance monitoring of all permanent workmen and staff in plant  Managing Employee Life cycle management   1. Support to HRBP on Employee Engagement activity, Training, Meeting,etc.   Other aspects include;  Day-to-day interaction with HR and Operations leaders on Workforce and Time &Attendance Systems and processes |
| **Qualification** |
| * Any Graduate having 1-2 years of relevant experience in a Factory * Hands-on experience in a Manufacturing unit /Factory is must for applying |
| **Skills Required** |
| * Good coordination and collaboration skills to work with multiple stakeholders in factory * Basic Knowledge of employment * Good MIS and reporting skills * Good interest in self-development and knowledge enhancement in HR |

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