

Job Role: Human Resource Executive

Location: Lucknow, India

Job Type: Full Time

Salary: Subject to Interview

Experience: Fresher

About Logelite Pvt. Ltd.:

Logelite is a forward-thinking digital marketing company committed to delivering innovative solutions that drive business growth. We specialize in a wide range of digital marketing services, including SEO, SEM, SMO, SMM, and Website Design and Development. Logelite helps businesses establish a strong online presence and achieve measurable success in the digital landscape.

Job Description:

As a Human Resource Executive, you will play a key role in creating an environment where employees are empowered to grow. You will lead/assist the management of HR functions, support our team in all ways, and ensure that our culture encourages teamwork, respect, discipline, and ongoing learning.

Responsibilities:

- You will oversee the recruitment process, which includes posting job openings, screening resumes, and coordinating interviews.
- Streamline the employee orientation and onboarding processes to integrate new hires into the company effectively.
- You will be in charge of conducting induction training for our new employees.
- Collaborate with team leaders to ensure employees succeed by providing support through performance evaluations, coaching, and feedback.
- You will help create a culture of continuous learning, identifying growth opportunities for individuals and the entire organization.
- You will ensure that Logelite's policies are adhered to and that the company complies with labor laws while maintaining a supportive, people-first approach.

Requirements:

- An MBA degree in HR or a related degree is preferred.
- Previous experience in a human resources administrative role is preferred.
- Familiarity with recruitment processes, employee onboarding, and training development is a plus.
- Experience with HR software or CRM systems.

- Strong organizational skills and the ability to manage multiple tasks.
- Excellent communication skills (both written and verbal) with the ability to build relationships and interact with employees at all levels.
- A proactive approach to problem-solving, with a keen attention to detail.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Experience with payroll processing and benefits administration is a plus.
- Knowledge of labor laws and compliance regulations is a plus.
- Certification in HR-related fields (e.g., SHRM, PHR) is a plus.

Benefits:

Paid leaves, professional development opportunities, etc.

To Apply:

Please send your Curriculum Vitae (CV) and cover letter to hr@logelite.com or apply directly through our Career Page.

