

JOB DESCRIPTION

Role:	HR Executive
Designation:	HR Executive
Experience Required:	3 Years
Job Type:	Full Time
Location:	Sector 62, Noida

About Tradologie.com

Tradologie.com is a next-generation B2B agro-commodity platform that leverages cutting-edge SaaS and AI technology. Our platform facilitates global transactions for a wide range of bulk agricultural commodities, such as rice, wheat, sugar, pulses, spices, edible oil, dry fruits, and various branded food products. We expedite and streamline the entire process from inquiry to payment, ensuring seamless transactions for our users.

Description

To maintain and manage recruitment cycle, onboarding process and maintain employee engagement through training needs identification and employee relation.

Responsibilities

- Managing the recruitment process to attract and hire top talent
- Coordinating and facilitating a smooth onboarding process for new hires
- Identifying training needs and organizing training programs

- Efficiently managing human and material resources.
- Managing performance appraisal processes
- Implementing initiatives to improve employee engagement
- Performance Management Metrics
- Ensuring accuracy and timeliness in salary disbursements and benefits allocation.
- Required skills and qualifications
- A bachelor's degree/MBA in HR with minimum 2 years of experience in recruitment
- Excellent communication and interpersonal skills to collaborate effectively with cross-functional teams.

Key Skills

Recruitment, Employee communication and Employee engagement