

Human Resources

Experienced

Junior Executive HR & Admin Dojo Incharge-IND

Pune, India

We are looking for a proactive Junior Executive specializing in time office operations with strong expertise in attendance management, payroll coordination . Skilled in maintaining accurate employee records, monitoring work schedules, and ensuring seamless workforce administration. Adept at using HRMS,savior, tools and timekeeping systems to streamline processes, reduce errors, and support efficient decision-making. Known for professionalism, integrity, and the ability to collaborate effectively across departments to uphold organizational standards. Committed to fostering transparency and efficiency in employee time management while contributing to overall HR excellence.

What you'll do

- **Attendance Management:** Monitor daily employee attendance, leaves, and overtime records to ensure accuracy and compliance with company policies.
 - **Payroll Support:** Prepare and verify attendance data for payroll processing, coordinating with HR and accounts departments.
 - **Record Maintenance:** Maintain updated employee time office records, including shift schedules, leave applications, and absence reports.
 - **Compliance & Reporting:** Generate periodic reports on attendance, absenteeism, and overtime for management review, ensuring adherence to labor laws and organizational standards.
 - **Employee Support:** Address queries related to attendance, leave balances, and shift timings, providing timely resolutions.
 - **System Management:** Operate HRMS/timekeeping software efficiently, troubleshoot minor issues, and escalate technical concerns when necessary.
 - **Coordination:** Collaborate with HR, administration, and departmental heads to streamline workforce scheduling and improve time office processes.

What we are looking for

- Good knowledge of attendance and payroll systems
- Proficiency in MS Excel and basic computer applications
- Strong attention to detail and accuracy
- Good communication and coordination skills
- Understanding of labor laws (preferred)
- Experience in manufacturing
- Familiarity with biometric attendance systems

What we offer

Subsidies Canteen Facility (Tea, Breakfast/Lunch/Dinner & Special lunch and HR Day on every month).

Transportation/ Bus Facility availableLeave: 7 CL & 15 EL annuallyUniform and Safety shoes will provided by company@ subsidies rate.

All employees will covered under Group personal accident policy, Group Medicalaim policy. Coverage will be 3 times of annual CTC.



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