

1st Call

<https://1stcall.in/index.php/job/hr-executive/>

HR Executive

Description

The HR Executive will support recruitment, onboarding, employee documentation, attendance, payroll coordination, and HR administration.

Responsibilities

- Conduct recruitment activities.
- Schedule interviews.
- Maintain employee records.
- Support onboarding.
- Coordinate payroll documentation.
- Handle employee queries.

Qualifications

- MBA (HR).
- Minimum 2 years of HR experience.

Job Benefits

- Competitive salary.
- Learning opportunities.
- Career progression.
- Supportive team environment.
- Paid leave.

Hiring organization

1stcall Medcare Pvt. Ltd.

Employment Type

Full-time

Industry

HealthCare

Job Location

1stcall Medcare Pvt. Ltd.

Working Hours

08

Date posted

July 24, 2026