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Human Resources For Job Vacancy – Tech Mahindra/Apply Online Job Seeker

Hiring organization
Tech Mahindra

Job Location

India
Remote work from: IND

Date posted
February 19, 2024

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Valid through
31.08.2024

Base Salary

USD 13 - USD 28

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Human Resources

As a Human Resources Specialist at Tech Mahindra, you will play a vital role in attracting, developing, and retaining top talent across the organization. You will partner with business leaders to understand their needs and implement HR strategies that align with our overall goals.

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Responsibilities:

- **Talent Acquisition:**
 - Support the recruitment process by sourcing, screening, and interviewing candidates.
 - Manage recruitment systems and tools effectively.
 - Coordinate offer negotiation and onboarding processes.
- **Employee Relations:**
 - Address employee concerns and inquiries promptly and professionally.
 - Provide guidance and support on company policies and procedures.
 - Foster a positive and inclusive work environment.
- **HR Administration:**
 - Maintain accurate employee records and data.
 - Process payroll and benefits transactions.
 - Support other HR initiatives as needed.

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Tech Mahindra Careers

Skills:

- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficient in MS Office Suite and HR software.
- Excellent analytical and problem-solving skills.
- Strong attention to detail and accuracy.

Tags: tech mahindra recruitment 2024,tech mahindra recruitment,tech mahindra recruitment 2024,tech mahindra recruitment 2024,tech mahindra,tech mahindra recruitment 2024 for freshers,tech mahindra recruitment process,tech mahindra hiring 2024,tech mahindra off campus drive 2023,tech mahindra off campus drive 2024 batch,tech mahindra recruitment 2020,tech mahindra 2024 off campus drive,tech mahindra jobs,tech mahindra off campus drive,tech mahindra jobs 2024

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