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Indigo Fresher Jobs – Indigo Careers – Fresher Jobs For Human Resources Post

Hiring organization
Indigo

Job Location

India
Remote work from: IN

Date posted
March 17, 2024

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Valid through
31.08.2024

Base Salary

USD 13 - USD 26

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

IndiGo Airlines Recruitment 2024

As a Human Resources Specialist at IndiGo, you'll be a key player in our dedicated HR team. You'll partner with various departments to support the entire employee lifecycle, from recruitment to retirement. Your responsibilities will encompass a range of HR functions, including:

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Responsibilities:

- Partner with hiring managers to understand their needs and identify qualified candidates.
- Utilize various sourcing techniques to attract top talent.
- Conduct preliminary screening of resumes and applications.
- Schedule and coordinate interviews with hiring managers and candidates.
- Onboard new hires and ensure they have a smooth transition into their roles.
- Provide support and guidance to employees regarding company policies, procedures, and benefits.
- Assist with the development and implementation of employee relations programs.
- Manage the performance management process, including collecting data and preparing reports.
- Process payroll and other employee benefits.
- Research and stay updated on relevant labor laws and regulations.

- Maintain accurate and up-to-date HR records.
- Analyze HR data and generate reports to identify trends and areas for improvement.

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Indigo Careers

Skills:

- Bachelor's degree in Human Resources Management, Business Administration, or a related field (preferred)
- Minimum 1-2 years of experience in a Human Resources role (freshers will also be considered for exceptional candidates)
- Strong knowledge of HR principles and practices
- Excellent communication, interpersonal, and organizational skills
- Ability to work independently and as part of a team
- Proficient in MS Office Suite (Word, Excel, PowerPoint)
- Strong analytical and problem-solving skills
- Ability to prioritize and manage multiple tasks effectively
- Time management skills
- Attention to detail

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