

<https://jobroll.govhelp.in/job/jio-recruitment-2023-all-india-jobs-human-resources-post/>

## Jio Recruitment 2023 – All India Jobs – Human Resources Post

**Hiring organization**  
Jio

### Job Location

India  
Remote work from: India

**Date posted**  
August 10, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 24,000 - USD 30,000

APPLY NOW

### Qualifications

12th Passed

### Employment Type

Full-time

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### Description

## Jio Recruitment 2023

The Human Resources Associate is responsible for providing administrative support to the HR team and for assisting with a variety of HR functions, including talent acquisition, employee relations, compensation and benefits, and training and development. The ideal candidate will have a strong understanding of HR principles and practices and will be able to work independently and as part of a team.

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## Jio Careers

### Responsibilities:

- Provide administrative support to the HR team, including managing calendars, preparing reports, and responding to employee inquiries
- Assist with talent acquisition activities, such as sourcing and screening candidates, conducting interviews, and making hiring recommendations
- Handle employee relations matters, such as resolving employee complaints, conducting disciplinary investigations, and managing performance reviews
- Administer compensation and benefits programs, such as tracking employee leave, calculating pay, and processing benefits claims
- Develop and deliver training and development programs for employees
- Other duties as assigned

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## Jio Jobs Near Me

### Skills:

- Strong understanding of HR principles and practices
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Ability to handle confidential information
- Proficiency in Microsoft Office Suite

### Qualifications:

- Bachelor's degree in Human Resources or a related field
- 1-2 years of experience in HR
- Experience with talent acquisition, employee relations, compensation and benefits, and training and development is a plus

### Important Links

Find the Link in [Apply Now](#) Button

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