

Meesho Recruitment 2023 – All India Jobs – Human Resources Post

Hiring organization
Meesho

Job Location

India
Remote work from: India

Date posted
August 3, 2023

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Valid through
17.01.2024

Base Salary

USD 13,000 - USD 18,000

APPLY NOW

Qualifications

12th Passed

Employment Type

Full-time

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Description

Meesho Recruitment 2023

The Human Resources Executive is responsible for providing administrative support to the HR team. This includes tasks such as managing applicant tracking systems, preparing reports, and coordinating employee onboarding. The ideal candidate will have strong organizational and time management skills, as well as experience with Microsoft Office Suite.

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Meesho Careers

Responsibilities:

- Manage applicant tracking systems
- Prepare reports
- Coordinate employee onboarding
- Assist with employee relations
- Answer employee questions
- Other administrative tasks as assigned

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Meesho Jobs Near Me

Skills:

- Strong organizational and time management skills
- Experience with Microsoft Office Suite
- Excellent written and verbal communication skills
- Ability to work independently and as part of a team

- Attention to detail

Qualifications:

- Bachelor's degree in Human Resources or a related field

Important Links 2 years of experience in a Human Resources role

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

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