



Birla Institute of Technology & Science, Pilani

Pilani Campus (An Institution of Eminence)

JOB DESCRIPTION

About BITS Pilani	Birla Institute of Technology & Science, (BITS Pilani) is an Institution declared as Deemed to be University under Sec. 3 of the UGC Act in 1964 and is a renowned science and technology institute. It is located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, and Hyderabad.
Industry	Higher Education
Post/Job Title	HR Executive
Job Type	Term of appointment is for 3 years and extendable based on performance.
Reporting to	Senior Manager - HR
Will also work very closely with	Relevant stakeholders both Internal and External
No of Positions	01
Location	Hyderabad
Principal Responsibilities	<ul style="list-style-type: none"> • Support in the recruitment activities by sourcing profiles, scheduling interviews, preparing Minutes of the Meetings and relevant letters • Complete Employee Onboarding Process • Attendance and Leave Management through <ul style="list-style-type: none"> ➤ Bio-metric registration of the employees as and when required ➤ Monitoring of employee attendance and the necessary updations if required. • Preparation of various employee life cycle letters. • Provides attendance input for payroll processing. • Maintenance of HR Database, HRIS and necessary MIS & Reports • Statutory Compliance - To provide support for various compliances i.e. PF, ESIC etc. • Processing of various bills / reimbursement (online / offline) as per the processes and policies • To provide support or various inputs with regards to automation of processes wherever required. • Exit Management – Initiating No dues formalities, Scheduling Exit Interviews and to provide inputs for Full and Final settlement for payroll processing. • Perform any other HR responsibilities assigned by the reporting manager from time-to-time
Other Skill and Ability Requirements	<ul style="list-style-type: none"> • Should have advanced Skills in MS Office (Word, Excel and Power Point). • Should have good communication skills. • Should have working exposure of ERP (Peoplesoft)
Qualification and Experience	<ul style="list-style-type: none"> • Post Graduate with minimum 2 years of experience or Graduate with a minimum of 4 years of relevant experience in Human Resources. • Prior experience in educational Institute may be preferred. • Should not be above 35 years of age.
Remuneration	Suitable candidate will be paid Up to 6 lakhs per annum (all inclusive).