HR Assistant

Description

We are seeking an organized and proactive **HR Assistant** to support daily HR operations. The role will involve assisting with employee records, onboarding, payroll coordination, and handling HR-related queries.

Responsibilities

- Maintain employee records and HR databases.
- Assist with onboarding and induction programs.
- Support payroll preparation and attendance tracking.
- Coordinate employee engagement activities.
- Provide general administrative support to the HR department.

Qualifications

- Bachelor’s degree in HR, Business Administration, or equivalent.
- Strong organizational and multitasking skills.
- Good communication and interpersonal skills.
- Basic knowledge of HR policies and labor laws is a plus.
- Freshers may also apply.

Hiring organization
Seagull

Employment Type
Full-time

Beginning of employment
Immediate

Job Location
Thrissur, kerala, India

Working Hours
9:00 AM – 6:00 PM

Base Salary
₹ 20000 - ₹ 25000

Date posted
August 18, 2025