



**CARTESIAN**  
The Precision Practice

**Job Position: HR/Admin Executive**

**Role Location: Bangalore**

**Role Purpose:** Ensure the efficient day-to-day operation of the office, and support the work of management and other staff.

**Key Responsibilities:**

- Assist with day to day operations of the HR functions and duties.
- Track stock of office supplies and place order when necessary.
- Manage phone calls and correspondence (email, letters, etc....)
- Support budgeting and bookkeeping procedures.
- Keeps employee records up-to-date by processing employee status changes in a timely manner.
- Maintains personnel files in compliance with applicable legal requirements.
- Coordination with other branches/ Managers and candidates for recruitment.
- Update internal databases (e.g. record sick or maternity leave)
- Answer employees queries about HR-related issues
- Deal with employee requests regarding human resources issues, rules, and regulations
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
- Communicate with public services when necessary
- Assisting in recruitment process.
- Conduct initial orientation to newly hired employees
- Basic accounting activities, Invoice/payments
- Managing petty cash transactions.
- Ensuring all payments amounts & records are accurate
- Assisting in Monthly engagement activities.

**Skills and Qualifications**

- Graduate/B.Com Graduate preferred
- Must have knowledge with office Administrative
- Excellent Communication & Interpersonal Skills
- Proficient in Computer Skills
- Experience – 3 + years
- Capable to handle office independently