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| Company Name: Indian Energy Exchange Limited |
| Company website: www.iexindia.com |
| Position Title: Senior Executive/ Assistant Manager (HR) |
| Position reports to : Senior Manager (HR) |
| Age : <ul style="list-style-type: none">• 24-30 Years |
| Location: <ul style="list-style-type: none">• New Delhi |
| Qualification: <ul style="list-style-type: none">• Graduation, MBA(HR) |
| Experience : 3-6 Years |
| Job Responsibilities: <ul style="list-style-type: none">• Mapower planning including collection of data- recruitment, shortlisting the resumes, arrangement of interviews, Selection of candidates, issuance of Offer Letter.• Tracks employee movement, attrition and vacancies and ensures vacancies are filled within stipulated time using the most effective and cost efficient method and sources.• Initiating & monitoring performance appraisal process.• Employee relations-Motivation, Grivance handling etc.• Exit Formalities-Exit interview, full & final settlement.• Time Office management.• Formulation and implenation of HR policies• Building positive and performance oriented culture in the company.• Joining/ on boarding formalities - Induction, Pre Employment Check up etc |
| Mail resume to: Pallav.sharma@iexindia.com |