ViviRooms Ecomm Private Limited

- <u>Position</u> – HR Executive
- <u>Experience</u> – 2Yrs+
- <u>Compensation</u> – Best in Industry
- <u>Open Positions</u> - 1
- <u>Location</u> - Gurugram

Eligibility Requirements

- A degree in Human Resources or related field.
- Minimum of 3 years of experience as an HR Executive.
- Knowledge of labor law and HR best practices.
- Competence in building and effectively managing interpersonal relationships at all levels of the company.
- Familiarity with HR systems and databases.
- Results-driven and dedicated to supporting the HR team's objectives.

Job Description & Responsibilities

- Assisting talent acquisition process, including sourcing, testing, interviewing, hiring and onboarding.
- Preparing job descriptions and posting job ads and managing the hiring process
- Maintaining employee records (attendance etc.) according to policy and legal requirements and assisting in performance management processes.Supporting the development and implementation of HR initiatives and systems
- Assisting in managing the employee onboarding process to ensure a smooth integration of new hires
- Conducting exit interviews and analyzing data to identify trends and improve employee retention.
- Assisting in the development and implementation of diversity and inclusion initiatives.
- Providing guidance and support to managers on employee relations issues and conflict resolution.
- Updating our internal databases with new and current employee information on a regular basis.
- Maintaining confidentiality of sensitive HR and employee information.
- Overseeing daily operations of the HR department
- Performing any other tasks as aligned by the management.

About us

We are a women-led, e-commerce platform, offering a concept that will revolutionize the online shopping experience. With an estimated launch in 2024, we will provide customers a chance to shop for clothes in a unique never before seen way. Phase one will focus on launch in the Indian market.

ViviRooms is part of London based Euromax Capital (www.euromaxcapital.com) among which includes the most innovative & promising Artificial Intelligence enabled Biometric Software Platform, Products & Solutions designing organizations Biocube Technologies (www.biocube.ai).

E-mail: info@vivirooms.com   Contact number: 0124-442010   Website: www.vivirooms.com