

Job Description – Sr. HR Executive

Location: Noida

Role type: Full time

Work location: Office, Hybrid or Work-from-home as decided from time-to-time

Job responsibilities:

1. Develop and execute recruitment plans by efficient tracking and execution.
2. An extensive search of candidate profiles through the internet, referrals, and available databases like job portals, headhunting, social media platforms, and references.
3. Continuous follow-ups with candidates during their interviews and until their joining.
4. Identify & suggest training programs for the employees.
5. Execute and coordinate the induction process for new employees.
6. Promote and suggest HR programs to create an efficient and conflict-free workplace.
7. Maintain HR process compliances and keep track of employee leaves and other entitlements.
8. Maintain HRMS portal of the company.
9. Conduct activities and informal activities to engage employees, improve their bonding with their team/managers, reduce grievances and improve the overall productivity of the company.

Requirements:

1. Excellent verbal communication and written English Skills.
2. Ability to present a professional image of the company when communicating with prospective employees.
3. Ability to empathize with employee by being a good listener and the ability to counsel team members as needed.
4. Experience with full-cycle recruitment and employee grievance handling is a PLUS.
5. Excellent attention to detail, well organized and should possess the ability to work in a fast-moving environment/start-up environment.
6. Proficient with MS-Office applications – WORD, Excel and PowerPoint.
7. Experience with any hiring tracking applications is a PLUS.
8. Comfortable working remotely. Must have suitable 'office' set up for conducting video-based meetings.
9. Minimum 3-4 years of industry experience.

Educational Qualifications:

1. Bachelor degree (minimum).
2. Bachelors/Masters in Human Resources or related fields is a PLUS.

How to apply?

1. Send your resume to careers@veneratech.com.
2. Apply online at <https://www.veneratech.com/careers/>.

About Venera Technologies

Venera Technologies provides cutting-edge file-based QC solutions to the digital media industry, tailored to the evolving requirements of its customer and the industry. Venera's **Quasar**® the first native cloud-based QC solution,

was developed natively for the Cloud environment with features such as dynamic scalability and usage based pricing model, along with advanced QC functionalities. And Venera's **Pulsar™** automated file-based QC solution is for on-premise deployment, with the same QC functionalities as Quasar. **CapMate™**, the native cloud Caption/Subtitle verification and correction solution, is the latest addition to Venera's QC suite of products. It is the first comprehensive solution for verifying caption or subtitle side car files that can accurately and quickly detect (and correct) and report on complex issues such as caption sync, caption overlap on burnt-in text, profanity, timing issues, and Standards compliance. Venera's suite of QC solutions is used by some of the largest Media companies in the world, as well as a number of smaller boutique post houses and production companies.

Website: www.veneratech.com