

## HR Executive

### Description

Are you passionate about Human Resources and want to grow your career in employee relations, talent acquisition, and HR management? FinTax24 is looking for a **dynamic and dedicated HR Executive** to join our growing team.

As an **HR Executive**, you will play a key role in handling core HR functions such as recruitment, onboarding, payroll, employee engagement, and compliance. This is a great opportunity for **freshers or early-career professionals** who are eager to learn and contribute in a fast-paced environment.

If you're looking for an **HR job in Gujarat** that offers learning, growth, and real impact — this is your chance to shine.

### Responsibilities

- Handle end-to-end recruitment including sourcing, screening, scheduling interviews, and onboarding.
- Maintain employee records, attendance, and HR databases.
- Support payroll processing and ensure timely salary disbursement.
- Assist in drafting HR policies, offer letters, appointment letters, and other official documents.
- Coordinate training sessions, workshops, and employee development programs.
- Help plan and organize employee engagement activities and events.
- Ensure compliance with labor laws and company policies.
- Resolve employee queries regarding HR policies, benefits, and procedures.
- Collaborate with department heads to understand HR needs and staffing plans.

### Qualifications

- Bachelor's or Master's degree in HR, Management, or related field (BBA/MBA preferred).
- Strong interest in Human Resources and employee management.
- Basic knowledge of labor laws, HR practices, and payroll processes (preferred but not mandatory).
- Freshers and entry-level candidates are encouraged to apply.
- Excellent communication and interpersonal skills.
- Proficient in MS Office tools (Excel, Word, PowerPoint).
- Ability to multitask, stay organized, and work in a team.

### Job Benefits

- Practical Exposure: Hands-on experience in recruitment, payroll, and HR operations.
- Mentorship: Work directly with experienced HR professionals and managers.
- Certificate of Experience: Acknowledgment for your contribution and growth.

### Hiring organization

FinTax24

### Employment Type

Full-time

### Beginning of employment

Immediate or within 1 week of selection

### Duration of employment

12 Months\*

### Industry

Accounting And Taxation

### Job Location

FinTax24, First Floor, 24 Square, Nr. Hotel Nandini, Bhavnagar Road, 364270, Palitana, Gujarat, India

### Working Hours

09:00AM To 07:30PM (Monday to Saturday)

### Date posted

October 18, 2025

### Valid through

31.12.2025

- Letter of Recommendation: For future job or academic opportunities.
- Career Growth: Performance-based career progression within the company.
- Positive Work Culture: Supportive team environment with learning opportunities.