



# Bigfix Gadgetcare LLP

Job Description form

***Note:** This JD does not form part of the employment contract but is rather provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Job holders will be consulted over any proposed changes to this JD before implementation.*

<b><u>Name of the Candidate:</u></b> -	<b><u>Job Type:</u></b> Full-time employment
<b><u>Job Title:</u></b> HR Executive	<b><u>Division/Department:</u></b> Human Capital Department
<b><u>Reporting To:</u></b> CEO/Operations Incharge	<b><u>Age Criteria:</u></b> -
<b><u>Gender Preference:</u></b> -	<b><u>Location:</u></b> Arumbakkam/Maduravoyal, Chennai.
<b><u>Date of writing/updating JD:</u></b> 10/03/2022	

## Purpose:

We are looking for a detail-oriented Human Resources Executive to manage our staffing, training, performance analysis, and compensation management. The HR Executive's responsibilities include conduction of recruitment drives, ensuring follow-ups of selected candidates and onboarding them into the organization, collecting and maintaining mandatory documents to be collected from employees. To be successful as an HR executive, you should display strong communication skills as well as excellent leadership skills. You should also have the ability to develop and maintain strong, positive relationships with employees and management members.



## Main Responsibilities:

- Primarily responsible to work as an HR generalist and facilitate the performance of key HR functions including staffing, training, performance, and compensation management, etc.
- Understand and be through on company policies and update with respect to industrial standards.
- Facilitates in organizing and conducting interviews, tests, and other assessments.
- Conducts follow-ups on the selected candidates with relevant functions to ensure efficient onboarding.
- Maintain the existing and incoming records and documents of employees.
- Develops relationships with top educational institutes to attract quality resources and participates in conducting on-site tests and recruitment activities.
- Guiding the employees on company HR policies and ensuring the delivery of updates if any updates are made with respect to the HR policies and company rules.
- Maintaining industrial relationships and being the point of contact for the organization. Ensure brand hygiene through communication and representation.
- Collaborate with Skill Sector Council for certification of service partners and technicians of our organization and upscale the existing resources

## Qualifications:

<b><u>Educational Qualification:</u></b> Min requirement of an Undergrad degree
<b><u>Relevant Experience:</u></b> 1+ years, Additional perk if any previous experience in a startup or electronics company.
<b><u>Personal Traits:</u></b> Excellent personality. The candidate should be a go-getter. Should be confident in brainstorming ideas and strategizing business plans. Excellent Communication & presentation skills. Diplomatic in nature. Mobility & self-driven. Negotiation skills.
<b><u>Languages:</u></b> Fluent in English (Read, Write, Speak),



**Skills:** Technical IT tools - Excel, ppt, mis reports, Gmail and associated google office tools, etc to analyze. Should be tech-savvy.

## What does the candidate gain?:

- The candidate will get to work in a start-up environment.
- Like any startup, we are fluid with our responsibilities and he/she will be handed multiple opportunities in different domains to enhance their knowledge database in various areas and assist them in finding a strong ground.
- A close-knit employee community, ensuring personal attention towards your career development.
- 6 Work Days a week. 10 AM to 7 PM working time.

## Our Websites:

- [www.bigfix.in](http://www.bigfix.in) - Aftersales support for electronic devices.
- [4biz.bigfix.in](http://4biz.bigfix.in) - Managed service support for Insure-tech companies and OEMs.
- [partner.bigfix.in](http://partner.bigfix.in) - Lead management and execution portal for repair centers/technicians.
- [goto.bigfix.in](http://goto.bigfix.in) - D2C hyperlocal market for repair and maintenance of electronic devices.
- [sell.bigfix.in](http://sell.bigfix.in) - Sell your gadgets for the best price.
- [www.bigapps.in](http://www.bigapps.in) - Software and web development division of Bigfix Gadget care LLP.

For further information, You can contact the HR department through email ( [hr@bignetwork.in](mailto:hr@bignetwork.in) ).

Regards,

HR Department

Bigfix Gadgetcare LLP