JOB DESCRIPTION – ASSISTANT HR

Company: Jinkushal Industries Limited
Position: Assistant HR
Location: Head Office, Civil Lines, Raipur (C.G.)
Duty Timing: 09:30 AM to 06:30 PM
Salary Range: ₹12,000 – ₹15,000 per month
Required: Only Married Candidate

Job Summary

Jinkushal Industries Limited is looking for a sincere and responsible Assistant HR to support daily HR and administrative operations at the Head Office.

Key Responsibilities

- Maintain employee records and personnel files.
- Handle joining, exit, and employee documentation.
- Maintain attendance and leave records.
- Coordinate recruitment and onboarding activities.
- Support PF, ESIC, and statutory compliance documentation.
- Draft HR letters, notices, and employee communications.
- Coordinate with workshop and site teams for HR-related matters.
- Perform office administration and other duties assigned by management.

Qualification

- Graduate in any discipline.
- 1–3 years of HR or Administration experience.

Required Skills

- Knowledge of MS Excel, MS Word, and Email Communication.
- Basic understanding of Labour Laws, PF, and ESIC.
- Strong documentation and record management skills.

Preferred Candidate

- Candidate residing in Raipur.
- Immediate joiner preferred.

Reporting To

- HR Manager / Management