

Organization:	MARUT AIR
Job Title:	HR GENERALIST
CTC:	4 LPA
Location:	Science city, Ahmedabad
Departments Eligibility:	Management
Course Eligibility	MBA
Student Gender Preference:	Any

General Job Description

- Manage recruitment processes including sourcing, screening, and coordinating interviews.
- Maintain employee records, attendance, and HR documentation.
- Support onboarding, training, and employee engagement activities.
- Ensure implementation of HR policies and compliance with company regulations.
- Handle employee queries and assist in performance management processes.

BENEFITS

- Fixed Take-Home Pay: A consolidated monthly salary
- Performance-Based Incentives: Attractive sales incentives are based on the achievement of targets and overall performance.
- Comprehensive Training Program: Includes mandatory onboarding and mock training sessions to ensure field preparedness and professional growth.
- Tech-Enabled Field Support: Executives will be provided with an iPad and eSIM to enhance productivity and facilitate seamless field operations.

Eligibility

MBA

Specialization **HR**

Fresher

Technical skills, attention to detail, problem-solving, and communication skills.

Meeting minimum age requirements, typically 18 years old.

Job Reviewed by: Director, Training & Placement

Job Approved by: Director, Training & Placement

Job opportunity provided through: Training and Campus Placement Department