



Hello greetings from 4inall,

We are looking for HR Operations role, who can perform both CRM and HR coordination too.

Job Description:

Roles: HR Operations Executive

Experience: 0 to 2 year

Location: Kurnool

Key Skills: CRM, HR Operations, HR Coordination

Working Hours: 9.30AM to 6.30 PM

Objectives:

1. Customer relationship management, need to resolve queries raised by customers through offline and online mode.
2. Employee leave and attendance management and other HR activities.
3. Coordinate with vendors / clients and make to happen smooth functioning of business.
4. Experience in MS office Suite is must.
5. Looking for Immediate Joiners.

If Interested, please share your resume to careers@4inall.com