

## Human Resources

### Job Location

Bharat Nagar, 400007, Mumbai, Maharashtra, India

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### Base Salary

USD 17,500 - USD 25,700

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

#### Wipro Recruitment 2023

The Human Resources Associate is responsible for providing administrative support to the HR department. This includes tasks such as managing the employee onboarding process, processing payroll, and maintaining employee records. The ideal candidate will be a highly organized and detail-oriented individual with excellent customer service skills.

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#### Responsibilities:

- Manage the employee onboarding process, including collecting paperwork, scheduling interviews, and issuing offer letters.
- Process payroll, including entering timesheets, generating paychecks, and managing deductions.
- Maintain employee records, including updating employee profiles, tracking leave balances, and issuing termination notices.
- Provide administrative support to other HR functions, such as recruiting, training, and benefits administration.

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#### Wipro Careers

#### Requirements:

- Excellent customer service skills
- Strong organizational and time management skills
- Proficient in Microsoft Office Suite
- Experience with HR software

### Hiring organization

Wipro

### Date posted

July 7, 2023

### Valid through

31.12.2023

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