

Wipro Careers 2023 – All India Jobs – Human Resources Post

Hiring organization
Wipro

Job Location

India
Remote work from: IND

Date posted
July 12, 2023

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Valid through
31.12.2023

Base Salary

USD 17,500 - USD 25,700

APPLY NOW

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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Wipro Jobs Near Me

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

Important Links Ability to work independently and as part of a team

Find the Link in [Apply Now](#) Button

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