



**Dear All,**

Shivraj Laxmichand Jain Jewellers is a trusted jewellery retail firm known for its legacy of quality craftsmanship and customer-centric operations. The company is hiring an HR Executive to oversee people operations, staff engagement, and compliance from its Somajiguda showroom.

**Role:** Human Resource Executive

**Verticals:** - Human Resource

**Vacancy:** 1 position

**Job Location:** Somajiguda, Hyderabad

**CTC:** ₹25,000 – ₹30,000 per month

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**Eligibility:**

- Graduation in Human Resources, Business Administration, or related field
- Minimum 1 year of experience in HR operations, preferably in retail
- Strong organizational, documentation, and interpersonal skills
- Working knowledge of payroll coordination, compliance, and employee engagement

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**Job Description:** Shivraj Laxmichand Jain Jewellers is looking for an HR Executive to manage end-to-end HR activities including shift management, employee documentation, compliance, and team engagement. The role requires presence on the showroom floor for coordination and handling staff issues in real-time.

**Responsibilities:****Attendance & Shift Management:**

- Maintain attendance, leave, shift allocation, and punctuality records
- Ensure timely presence of staff on the showroom floor

**HR Operations:**

- Maintain employee records, contracts, and ID cards
- Coordinate payroll and salary slips with accounts

**Discipline & Conflict Handling:**

- Monitor staff behavior and enforce company policies
- Handle complaints, issue warnings, and process terminations if required

**Training & Development:**

- Conduct onboarding sessions for new hires (grooming, sales etiquette, product knowledge)
- Upskill staff on soft skills, customer handling, and jewellery trends

**Employee Engagement:**

- Promote a positive work environment, handle grievances, and plan recognition activities
- Organize festival celebrations and team-building initiatives

**Compliance:**

- Ensure adherence to labour laws, ESI/PF regulations, and shop act rules
- Support audits, inspections, and statutory documentation