

**Dear All,**

**Innové Pvt Ltd** is a reputed organization with a growing presence across Telangana, including Hyderabad and surrounding regions. The company is now hiring Human Resource Executives to manage employee life cycle operations and ensure smooth HR processes across multiple locations.

**Role:** Human Resource Executive

**Verticals:** - Human Resource

**Vacancy:** 3 positions

**Job Location:** Madhapur, Hyderabad (*with operations across Telangana*)

**CTC:** ₹22,000 – ₹28,000 per month

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**Eligibility:**

- Graduation in HR, Business Administration, or a related field
  - Minimum 1 year of experience in core HR functions
  - Strong communication, documentation, and interpersonal skills
  - Familiarity with recruitment, onboarding, payroll, and compliance processes
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**Job Description:**

Innové is hiring HR Executives to support end-to-end human resources functions across its regional operations. The role includes recruitment, employee engagement, documentation, payroll coordination, and driving employee satisfaction across its Telangana locations.

**Responsibilities:**

- Manage recruitment and onboarding processes across multiple branches
- Address employee queries and maintain positive employee relations
- Maintain HR documentation and ensure policy and legal compliance
- Assist with payroll, benefits administration, and performance appraisals
- Support employee engagement and retention initiatives in all locations