



Dear All,

SP Software, a reputed IT services and consulting firm based in Hyderabad, is hiring **Human Resource Executives** to support day-to-day HR functions and drive employee engagement initiatives at its Madhapur office.

Role: Human Resource Executive

Verticals: - Human Resource

Vacancy: 3 positions

Job Location: Madhapur, Hyderabad

CTC: ₹22,000 – ₹28,000 per month

Eligibility:

- Minimum 1 year of experience in core HR activities
 - Bachelor's or Master's degree in HR or a related field
 - Strong communication and interpersonal skills
 - Familiarity with recruitment, onboarding, payroll, and HRMS tools
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Job Description:

The Human Resource Executive will manage end-to-end recruitment, address employee relations, and support HR operations including documentation, payroll coordination, and employee retention efforts.

Key Responsibilities:

- Manage recruitment and onboarding processes
- Address employee queries and maintain positive workplace relations
- Maintain and organize employee documentation and ensure compliance
- Assist with payroll, benefits, and performance review cycles
- Support employee engagement, retention, and internal HR initiatives