



Dear All,

**Teleperformance** is hiring for the position of **HR Executive (Female Only)** at its Pocharam office near Ghatkesar, Hyderabad. This role is ideal for experienced HR professionals who are looking to work in a dynamic BPO environment.

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**Company:** Teleperformance

**Website:** [www.teleperformance.com](http://www.teleperformance.com)

**Role:** HR Executive

**Department:** Human Resources

**Vacancy:** 1 Position

**Job Type:** Full Time

**Job Location:** Pocharam (Near Ghatkesar), Hyderabad

**Eligibility:** Only **female candidates**

**CTC:** ₹25,000 – ₹30,000 per month (based on interview)

**Experience Required:** Minimum 2 years in HR activities

**Industry Type:** BPO

**Transport:** Two-way company bus facility provided

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#### **Job Description:**

We are seeking a dedicated **female HR Executive** to handle HR and administrative responsibilities at our Pocharam branch. The ideal candidate will have prior experience in HR functions and will ensure seamless onboarding, employee coordination, and compliance.

#### **Key Responsibilities:**

- Oversee HR operations and admin support
- Handle employee records and onboarding formalities
- Maintain HR documentation and policies

- Address internal queries and support the HR team
- Coordinate with teams to support smooth business operations