

Heerabhai Jewellers

## **HR cum Admin**

Openings: 2

Description:

1. Handle payroll, attendance, and employee issues.
2. Maintain office supplies, manage vendor contracts (cleaning, security, etc.).
3. Assist in ordering uniforms, packaging materials, and non-jewellery stock.

Salary: 25000-30000

Location: Masab Tank

Job Type: Full Time

Mode: Office