

HR Trainee / Associate

Experience: 0–2 Years

Location: Bengaluru

Job Type: Full-time

Key Responsibilities

Recruitment & Onboarding

- Collaborate with internal teams and hiring managers to understand staffing needs and hiring priorities.
- Manage end-to-end recruitment across various business functions, with a focus on IT roles.
- Source, screen, shortlist candidates, coordinate interviews, and support the selection process.
- Manage offer documentation, joining formalities, and pre-boarding activities.
- Ensure a smooth and structured onboarding and induction process, including completion of employee documentation.

Employee Relations & Engagement

- Plan and execute employee engagement initiatives, including team-building activities, recognition programs, celebrations, and employee-connect initiatives.
- Act as a bridge between employees and management by addressing employee concerns and supporting a positive work environment.
- Handle day-to-day employee queries and support a positive employee experience throughout the employee lifecycle.

People Processes & HR Operations

- Maintain accurate employee records, HR documentation, trackers, and reports.
- Ensure adherence to HR processes, policies, attendance, leave, and other employee lifecycle processes.
- Provide guidance and support to employees and management on HR-related matters.
- Contribute to the development, implementation, and continuous improvement of HR policies, processes.
- Identify process gaps and suggest improvements to ensure smooth and efficient HR operations.

Employee Lifecycle & Exit Management

- Manage employee lifecycle processes from onboarding to exit.
- Handle exit formalities, clearance processes, documentation, and full-and-final settlement coordination.
- Ensure the timely completion of offboarding activities and a smooth employee exit experience.

Infanion office in India:

Infanion, Office No. 23/1, 4th floor, 1st Main Road, Channamma Layout,
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Infanion office in Europe:

Infanion, Hilstraat 18, 3120 Tremelo, Belgium
VAT: BE 0882 782 845

Administrative Support

- Provide general HR and administrative support to ensure smooth day-to-day operations.
- Maintain HR records, documentation, trackers, and reports.
- Coordinate with internal teams and external stakeholders for HR-related requirements.
- Support HR initiatives related to performance management, learning and development, culture, and employee experience.

Key Requirements

- 0–2 years of relevant experience in Human Resources.
- **Excellent** in English communication skills - both written and verbal.
- Is well-structured, strong interpersonal skills, and highly social.
- Positive attitude and willingness to learn and grow in the HR field.
- Good practical understanding of using AI tools for day-to-day HR activities and improving HR processes.
- Knowledge / Experience in end-to-end recruitment, preferably for IT roles.
- Good understanding of HR operations and employee lifecycle management.
- Ability to work independently in a fast-paced environment.
- Proficiency in MS Excel, MS Word, MS PowerPoint, and Google Sheets, with the ability to use these tools effectively for day-to-day HR activities.

Education

- Bachelor's degree in any discipline, preferably in HR, Business Administration, Business Management, Commerce, Psychology, or a related field.
- MBA/PGDM in Human Resources will be an added advantage but not mandatory.
- Fresh graduates with a strong interest in pursuing a career in HR are encouraged to apply.

The compensation package

- a competitive pay package
- a dynamic and challenging job in an open work environment
- a fast-track training on the job
- opportunity to grow with the company

Interested?

Interested in this open position? Please send your resume to want2b@infanion.com

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