

Job Opening HR Admin Officer	
Name of the Company:	Facile Maven Private Limited
Date of publication:	27-10-2025
Last date of application:	Till website is showing job status as OPEN
Job designation:	HR Admin Officer
Available positions:	01 (One)
Job reference number:	2025HR01
Company sector:	Human Resources and Administration
Job location:	Head office - Surat, Gujarat
Education qualification:	B. B. A. / M. B. A. or Equivalent
Job profile requirement:	<ul style="list-style-type: none"> <li>• Bachelor's degree in Human Resource Management / Business Administration / Commerce (Essential) <b>OR</b> Master's degree or PG Diploma in HRM / HR Operations (Preferred)</li> <li>• Fresher having excellent academic records, may also apply.</li> <li>• Experience/ Exposure in HR operations, administration, or generalist profile within a professional consultancy or corporate setup.</li> <li>• Working knowledge of HR documentation, compliance procedures, and employee engagement activities.</li> <li>• Hands-on experience in attendance, leave, and payroll coordination, recruitment operations, and maintaining HR databases.</li> </ul>
Desired skillset:	<ul style="list-style-type: none"> <li>• Strong organizational, record-keeping, and documentation skills.</li> <li>• Excellent interpersonal and communication abilities in English, Hindi, and Gujarati.</li> <li>• Proficiency in MS Office (Word, Excel, PowerPoint) and basic HR software/ERP tools.</li> <li>• Understanding of statutory compliances such as PF, ESI, professional tax, and leave rules.</li> <li>• Ability to maintain confidentiality, empathy, and a positive workplace culture.</li> <li>• Exposure to onboarding, induction, performance evaluation, and retention processes preferred.</li> </ul>
Key job responsibilities / expected major tasks to be performed by appointee:	<ul style="list-style-type: none"> <li>• <b>Assist in the recruitment process:</b> posting vacancies, shortlisting candidates, scheduling interviews, and onboarding new employees.</li> <li>• <b>Maintain Records:</b> attendance, leave, and payroll records, ensuring timely coordination with accounts, payroll preparation.</li> <li>• <b>Support employee:</b> onboarding, engagement, training, and welfare activities in coordination with senior management.</li> <li>• <b>Maintain Personnel Files:</b> Prepare and maintain employee files, HR registers, and statutory compliance records.</li> <li>• <b>Policy Implementation and monitoring:</b> adherence to company policies, employee handbook, and code of conduct.</li> <li>• <b>Coordination:</b> Performance appraisal cycles, data compilation, and report preparation.</li> </ul>

	<ul style="list-style-type: none"> <li>• Manage HR documentation, letters (appointment, confirmation, warning, etc.), and database updates.</li> <li>• Facilitate office administrative activities—stationery, travel arrangements, and asset records.</li> <li>• Support management in HR audits, MIS reports, and process improvement initiatives.</li> <li>• Uphold confidentiality, maintain professional discipline, and foster an inclusive work environment.</li> <li>• Capacity building of self as required from time-to-time to address the job specific task requirements addressing company goals</li> </ul>
Essential software skills:	<ul style="list-style-type: none"> <li>• MS (Word, Excel, and PowerPoint)</li> <li>• Website management/ HTML-JAVA programming language skill will be added advantage</li> </ul>
Role preferences:	<ul style="list-style-type: none"> <li>• Preference to be given to the <b>local candidates as a resident of Surat city and/or within 15 km around Surat city area.</b></li> <li>• Candidate to have proficiencies in English, Hindi, Gujarati languages.</li> <li>• Must possess owned 2-wheeler vehicle for commute</li> <li>• Willingness to occasional outstation travelling as required in due course of time</li> </ul>
Emoluments:	<ul style="list-style-type: none"> <li>• As per company standards – commensurate with qualification and experience.</li> <li>• Allowances and benefits as per company policy as on actual.</li> </ul>
Mode of application:	Apply on company website with necessary credentials: <a href="https://facilemaven.com/careers/">https://facilemaven.com/careers/</a>
Contact Info:	<b>Mail us your updated detailed resume on</b> <a href="mailto:info@facilemaven.com">info@facilemaven.com</a> <a href="mailto:hr@facilemaven.com">hr@facilemaven.com</a> Website: <a href="http://www.facilemaven.com">www.facilemaven.com</a>

**Important Note:**

- 1) Incomplete applications are subjected to rejection without any intimation
- 2) Avoid follow-up communications after applying on website.