

Job Description – HR Executive

Location: Noida

Reporting To: Senior Management

Industry: FMCG – Bakery & Confectionery (VC-backed Startup)

Role Overview:

We are seeking an energetic and hands-on **HR Executive** to partner directly with the Founders in building the HR function of our fast-growing FMCG startup. The role involves **designing and rolling out core HR policies, managing employee lifecycle processes, and supporting talent acquisition and onboarding**. This is a critical opportunity for someone who wants to shape HR systems from the ground up while ensuring all fundamental practices are met.

Key Responsibilities

1. Policy Development & Rollout

- Collaborate with Founders to draft and implement HR policies (KRAs/KPIs, leave, appraisal, code of conduct, PoSH, etc.).
- Ensure policies are well-communicated, accessible, and consistently applied across the organization.
- Regularly review and update policies as the company scales.

2. Recruitment & Onboarding

- Coordinate end-to-end recruitment: sourcing, screening, scheduling interviews, and maintaining candidate pipelines.
- Work with hiring managers to define job descriptions and selection criteria.
- Manage smooth onboarding of new employees (documentation, induction, and training coordination).

3. HR Operations & Compliance

- Maintain employee records, contracts, and HRMIS data.
- Ensure compliance with statutory requirements (PF, ESIC, gratuity, labour laws).
- Support payroll processing in coordination with Finance.

4. Employee Engagement & Support

- Be the first point of contact for employee queries, grievance handling, and HR support.
- Assist in organizing team-building activities, employee feedback surveys, and engagement programs.

5. Performance Management

- Help define performance review cycles, KRAs/KPIs, and appraisal systems.
 - Track employee performance data to assist in decision-making.
-

Required Skills & Experience

- 2–5 years of HR experience, preferably in startups or FMCG/consumer goods.
 - Hands-on knowledge of HR basics: recruitment, onboarding, compliance, payroll, and employee relations.
 - Strong understanding of HR policy drafting and rollout.
 - Excellent communication and interpersonal skills.
 - Proficiency in MS Office/HR software (HRMS, ATS, etc.).
 - Graduate/Postgraduate in HR, Business Administration, or related field.
-

Why Join Us?

- Opportunity to **build HR systems from scratch** in a VC-backed FMCG startup.
- Direct collaboration with Founders and leadership team.
- Exposure to all areas of HR (policy, recruitment, compliance, engagement).
- Career growth with the organization as it scales pan-India.