

Job Title: HR Specialist
Location: Panchkula, Haryana
Department: Human Resources
Job Type: Full Time
Experience Required: 1 to 3 Years
Industry: Infrastructure / Construction / Project Management

Job Overview

We are seeking a proactive and detail-oriented HR Specialist to join our team at Unipro Techno Infrastructure Pvt Ltd. The HR Specialist will be responsible for managing end-to-end HR operations, including recruitment, employee engagement, performance management, and compliance. This role is ideal for someone who enjoys working with people, streamlining HR processes, and contributing to a positive workplace culture.

Key Responsibilities

- Manage end-to-end recruitment process including sourcing, screening, interviewing, and onboarding.
 - Develop and maintain HR policies, procedures, and employee records.
 - Support payroll processing and ensure statutory compliance (PF, ESIC, gratuity, etc.).
 - Handle employee queries, grievances, and provide HR support across departments.
 - Coordinate performance appraisal processes and maintain appraisal documentation.
 - Drive employee engagement initiatives and internal communication programs.
 - Assist in learning & development activities including training coordination.
 - Ensure compliance with labour laws and company policies.
 - Generate HR reports and provide insights for management decision-making.
 - Support HR automation initiatives and process improvement.
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Skills & Qualifications

- Bachelor's/Master's degree in Human Resources, Business Administration, or related field.
- 1–3 years of proven experience in HR operations, recruitment, and employee relations.
- Strong knowledge of HR policies, statutory compliances, and labour laws.
- Proficient in MS Office; exposure to HRMS/HRIS systems is an advantage.
- Excellent interpersonal and communication skills.
- Strong organizational skills with high attention to detail.

You can also share your resume (with a covering letter) at careers@uniproinfra.com

Unipro Techno Infrastructure Pvt Ltd is an equal opportunity employer. We value diversity and are committed to creating an inclusive environment for all employees.

Disclaimer:

Unipro Techno Infrastructure Pvt Ltd does not indulge in or support any unfair or unethical practices in our recruitment process. If you come across any such activities or are approached for payments, favours, or any inappropriate requests in connection with job opportunities, please report them immediately to our HR team at hr@uniproinfra.com or directly to Management at pro@uniproinfra.com. Your vigilance helps us maintain a transparent and fair hiring process.

