

**Position: Admin & HR Executive**

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**Location:** NCEL Office, World Trade Centre, New Delhi

**Employment Type:** Full-time

**Salary:** ₹ 4,00,000 – 6,00,000 P.A

**Qualification:**

- Bachelor's degree (any discipline).
- Preferably female candidate
- Minimum **1 year** of experience in administrative + HR roles (HR generalist/admin duties).

**Key Responsibilities:**

- End-to-end recruitment: posting, sourcing, shortlisting, interview coordination, offers, onboarding
- Maintain employee records: attendance, leave, timesheets, personnel files
- Assist with payroll and **statutory compliance**
- Manage internal communication and day-to-day office queries
- Office administration: vendor management, facilities, supplies, housekeeping
- Employee engagement and grievance support
- Travel & logistics coordination; documentation; preparing MIS reports
- Support managers in internal communication and process implementation
- **Mail & document transit:** handle incoming/outgoing mail, courier & postal **dispatches**; track transit documents (delivery/receipt/filing); ensure timely, accurate documentation for internal/external movement.

**Skills & Attributes Required:**

- Good communication skills (verbal & written)
- Organized, detail-oriented with ability to multitask
- Basic knowledge of HR practices, Excel & MS Office suite
- Proactive, reliable, ability to work under supervision and independently when needed
- Integrity, confidentiality

**Benefits / Perks:**

- Growth opportunities in HR/Admin function
- Exposure to multiple HR/Admin areas
- Supportive work environment

**How to Apply:**

Please send your updated CV to [accounts@ncel.coop](mailto:accounts@ncel.coop) & [shreya.jeet@ncel.coop](mailto:shreya.jeet@ncel.coop) with subject line **"Admin & HR Executive – [Your Name]"**. Include details of your current & expected salary, notice period, experience and education.