

Company Profile:

Zenexa provides end to end solution for Healthcare Revenue Cycle Management needs to the US clients. The company is providing Revenue Cycle Management Solutions to several providers across specialities. Our presence in Gandhinagar - Gujarat.

Job Summary:

We are seeking a detail-oriented **HR Executive – Talent Acquisition** who will be responsible for managing Talent Acquisition & HR post onboarding. The ideal candidate should have a sound understanding of HR policies, statutory deductions, HRMS systems to support structured and compliant HR process.

Key Responsibilities:

- Ensure compliance with Indian labor laws and HR regulatory standards.
 - Manage the full recruitment life cycle, sourcing, interviewing, hiring and onboarding.
 - Maintain and regularly update employee data, HR documentation and HRIS systems.
 - Manage attendance, leave reports.
 - Handle full & final settlements, reimbursements and bonus calculations.
 - Address employee queries related to HR policies, compensation and statutory matters.
 - Support employee engagement, performance tracking and internal HR communication.
 - Conduct internal HR audits and assist in preparing audit reports.
 - Contribute to **employer branding** through internal culture campaigns and social communication initiatives.
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Required Skills:

- 3+ years of experience in post-hiring HR operations and Recruitment
- Hands-on with HRMS tools (e.g., Zoho People, Keka, etc.)

- Hands-on with job portals (eg., Naukri, LinkedIn, Indeed etc.)
 - Proficiency in MS Excel and export reports
 - Good understanding of HR processes
 - Strong interpersonal, communication and documentation skills
 - Highly organized, discreet, and capable of handling multiple HR tasks
 - Exposure to or interest in employer branding is a plus
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Additional Info:

- Degree in Human Resources or related field (Master's degree preferred)
- Proven Experience as HR, 3 to 5 Years (preferably in the healthcare/BPO/RCM industry)
- Talent Acquisition and recruitment best practices
- Experience in a structured HR setup is desirable
- Documentation, reporting and HR audit prep skills will be an added advantage
- Employer branding campaign experience is preferred