



<https://jobquest.jobsworld.com/job/all-india-post-tcs-recruitment-2023-human-resources-jobs/>

All India Post – TCS Recruitment 2023 – Human Resources Jobs

Job Location

India

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Base Salary

Rs. 25,000 - Rs. 50,000

Qualifications

Graduate,

Employment Type

Full-time

Experience

2+Years Experience Required

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Description

TCS Recruitment 2023

Position: Human Resources Associate

Company: TCS (Specify the location if required)

About TCS: Tata Consultancy Services (TCS) is a global IT services, consulting, and business solutions organization. We are committed to helping our clients harness the power of technology and innovation to drive their growth and success. As a Human Resources Associate at TCS, you will play a crucial role in supporting our HR department and contributing to the overall success of our organization. This is an entry-level position suitable for freshers who are passionate about human resources and eager to kick-start their career in the IT industry.

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TCS Jobs For Freshers

Responsibilities:

Hiring organization

Tata Consultancy Services

Date posted

July 5, 2023

Valid through

31.12.2025

APPLY NOW

- Assist in the recruitment and onboarding process, including job posting, resume screening, scheduling interviews, conducting background checks, and preparing offer letters.
- Coordinate employee orientation and onboarding activities to ensure a smooth transition for new hires.
- Support HR initiatives and programs, such as employee engagement activities, performance management, talent development, and employee relations.
- Maintain and update employee records and databases, ensuring accuracy and confidentiality of information.
- Assist in HR administrative tasks, such as preparing HR reports, organizing HR documentation, and managing employee files.
- Support HR projects, including policy development, process improvement, and implementation of HR systems or tools.
- Assist in benefits administration, including enrollment, claims processing, and answering employee inquiries.
- Respond to employee queries related to HR policies, procedures, and benefits, providing timely and accurate information.
- Collaborate with HR team members and stakeholders to deliver high-quality HR services and support to employees.
- Stay updated with HR trends, employment laws, and industry best practices to ensure compliance and contribute innovative ideas to the HR team.
- Support employee offboarding processes, including exit interviews, separation documentation, and offboarding activities.

Skills and Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Strong communication and interpersonal skills, with the ability to interact effectively with employees at all levels.
- Excellent organizational and time management abilities.
- Attention to detail and high level of accuracy in data entry and record-keeping.
- Proficiency in Microsoft Office suite and HRIS software.
- Basic knowledge of HR principles, practices, and employment laws.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Strong problem-solving and decision-making skills.
- Ability to work in a fast-paced environment and manage multiple tasks simultaneously.
- Team player with a collaborative mindset.
- Strong ethics and integrity.

Important Links

Find the Link in [Apply Now](#) Button

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