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## CLOSED:FIAKS-May -21- 2018 /HR/Mid-Level

**Job Location**  
Gurgaon, India

### Description

India's leading payment solutions provider. Since 2004 have been serving India through their business of service aggregation providing instant recharges, bill payment & money transfer through POS machines at over 500,000+ retail outlets. It has 20 million users and counting a network of 15,000 online and offline merchants, 170+ Banks and 15,000 modern trade partners across the country and has one of the most widely accepted mobile wallet in the country.

**Date posted**  
July 30, 2018

### Responsibilities

Person will be behind-the-scenes collaborators and colleague whose main job responsibilities are focused on helping HR head accomplish HR-related tasks. Will be involved with nearly all programs and services that relate to a company's human resources division. Their work, which is often decidedly administrative in nature, involves documenting grievances, absences, performance reports, and compensation and benefits information. Person also often will be involved in recruiting, hiring, and training new employees. Typical tasks, therefore, include posting job openings, gathering information on new applicants, contacting references, and informing employees of their hiring status. As a member of the HR team they are also often responsible for handling everything from scheduling the office holiday party to handling travel arrangements for company executives.

### Qualifications

5 to 7 years of experience in HR Ops with exceptional electronic spreadsheet construction and presentation preparation skills. Must have excellent communication and writing skills.