

## Accenture Careers 2023 – Vacancy Job Alert – Fast Job Search – Human Resources Post

### Hiring organization

Accenture

### Job Location

Building No. 3, Fourth Floor Infospace Plot No. 20 & 21, Seaview Developer, Sector 135, Noida, Uttar Pradesh 201301, 201301, Noida, Uttar Pradesh, India

Remote work from: India

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### Date posted

June 8, 2023

### Valid through

31.12.2023

APPLY NOW

### Base Salary

Rs. 33,000 - Rs. 40,000

### Qualifications

Graduate

### Employment Type

Full-time

### Experience

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### Description

## Accenture Recruitment 2023

Accenture, a leading global professional services company, is seeking a motivated and enthusiastic individual to join our team as a Human Resources Associate. As a Human Resources Associate, you will play a key role in supporting the HR department in various administrative and operational tasks. Your strong interpersonal skills and attention to detail will contribute to the success of our HR initiatives and the overall employee experience.

### Jobs Alerts

### Responsibilities:

1. Employee Onboarding and Offboarding:
  - Assist in coordinating the onboarding process for new hires, including preparing offer letters, conducting background checks, and facilitating orientation sessions.
  - Support the offboarding process by conducting exit interviews, processing necessary paperwork, and ensuring smooth transition for departing employees.
  - Maintain accurate employee records and update HR systems with relevant information.
2. HR Administration and Coordination:
  - Assist in maintaining HR policies and procedures, ensuring compliance with local labor laws and company guidelines.
  - Coordinate HR-related communications, such as distributing

employee newsletters and organizing employee engagement activities.

- Assist in scheduling and coordinating HR meetings, trainings, and events.
- Handle employee inquiries and provide basic HR-related support.

### 3. HR Data Management and Reporting:

- Collect, organize, and analyze HR data, ensuring data integrity and accuracy.
- Prepare HR reports, metrics, and analytics to support decision-making and identify trends or areas for improvement.
- Assist in managing HR databases and systems, ensuring data confidentiality and security.
- Support HR projects by conducting research, preparing presentations, and contributing to process improvement initiatives.

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#### Private Job

#### Skills and Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Strong interpersonal skills and the ability to communicate effectively with employees at all levels.
- Excellent organizational skills and attention to detail in handling HR-related documentation and data.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint) and HR information systems.
- Basic understanding of HR practices, policies, and employment laws.
- Strong problem-solving skills and the ability to work with minimal supervision.
- Ability to handle confidential information with discretion and maintain a high level of professionalism.
- Strong team player with the ability to collaborate effectively in a diverse and fast-paced environment.

#### Responsibilities:

- Develop and execute a comprehensive marketing strategy that aligns with the company's vision and objectives
- Build and manage a world-class marketing team
- Lead and manage all branding, product marketing, demand generation, lead generation, and customer retention/acquisition activities
- Measure and report on marketing effectiveness using established metrics
- Optimize marketing programs and campaigns to improve results

#### Experience as a Fresher:

- No prior work experience is required. However, any internships, academic projects, or coursework related to HR or business administration would be advantageous.

Join our dynamic HR team at Accenture and contribute to our mission of driving organizational success through our people. We offer a supportive work environment, opportunities for growth and development, and the chance to work with a diverse and talented group of professionals.

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

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