

## IndusInd Bank Recruitment 2023 – 2+Years Experience Required – Human Resources Post

**Hiring organization**  
Indusind Bank

### Job Location

India  
Remote work from: India

**Date posted**  
May 2, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 22.000 - Rs. 32.000

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### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## IndusInd Bank Recruitment 2023

The human resources coordinator is responsible for the day-to-day coordination and operations of the human resources department. The coordinator will be responsible for creating and managing employee files,

### IndusInd Bank Jobs Near Me

coordinating new employee orientation and training, maintaining department records, and serving as a resource to employees and management on HR-related issues.

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## IndusInd Bank Careers

The Human Resources Coordinator also provides support to the recruiting process by sourcing qualified candidates and coordinating interviews.

### Responsibilities:

- Assist with the onboarding process, including creating new hire packets, tracking necessary paperwork, and arranging orientation
- Maintain employee files and track employee training
- Coordinate recruitment efforts, including sourcing qualified candidates, scheduling interviews, and tracking hiring progress
- Generate monthly reports on Employee Headcount and terminating employees

### Qualifications:

- Bachelor's degree in Human Resources or related field
- Minimum of 2 years experience in Human Resources administrative role
- Strong computer skills, including proficiency in Microsoft Office Suite
- Excellent organizational skills and attention to detail

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

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