



**GG STAFFING SOLUTION & CONSULTING PVT. LTD.**

**PRIDE | RESPECT | ACHIEVE**

**Job Title: HR Admin Executive**

**Company: GGSS Group**

**Location: Delhi**

**Job Type: Full Time**

**About Our Company:** GG Staffing Solution & Consulting Pvt. Ltd. is a part of **GGSS GROUP**, a leading provider of Financial IT & E-Governance solutions, dedicated to transforming public service delivery through innovative and technologically advanced platforms. With a commitment to efficiency, transparency, and citizen empowerment, we specialize in delivering tailored solutions that enhance government operations and foster a digital ecosystem.

**Job Description:**

We are looking for a dynamic and experienced HR Admin Executive to join our team. The ideal candidate will be responsible for a range of human resources functions, including but not limited to employee relations, payroll administration, recruitment, and benefits management.

**Key Responsibilities:**

1. Manage and maintain employee records and documentation.
2. Assist in the recruitment process, including posting job ads, screening candidates, and organizing interviews.
3. Oversee payroll processing, ensuring accuracy and compliance with relevant laws.
4. Coordinate employee onboarding and training programs.
5. Administer employee benefits and respond to inquiries.
6. Ensure compliance with HR policies and procedures.
7. Provide support in employee performance evaluation and management.
8. Assist in resolving any HR-related issues and conflicts.
9. Organize and maintain HR files and databases with sensitive employee information.
10. Collaborate with other departments to ensure smooth HR operations.



B2-272, SECTOR-6, ROHINI, DELHI-110085



[www.ggssgroup.com](http://www.ggssgroup.com)



011-45120166

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## **Qualifications:**

1. Bachelor's degree in Human Resources, Business Administration, or related field.
2. Proven experience as an HR Administrator, HR Administrative Assistant, or relevant role.
3. Excellent knowledge of HR functions and best practices.
4. Good understanding of labour legislation.
5. Excellent communication and interpersonal skills.
6. Strong organizational and time-management abilities.
7. Proficiency in MS Office and HR software (e.g., HRIS, ATS).

## **What We Offer:**

1. Competitive salary package.
2. Opportunities for professional development and career growth.
3. A supportive and dynamic work environment.
4. [Other benefits your company offers, like health insurance, retirement plans, etc.]

## **How to Apply:**

If you are a passionate and driven individual looking to take your career to the next level, we invite you to apply by sending your resume and a cover letter to [INFO@GGSSGROUP.COM](mailto:INFO@GGSSGROUP.COM). WITH YOUR CURRENT PHOTO OR YOU CAN ALSO WHATUP US ON NUMBER: 7678147128 please include "HRADMIN EXECUTIVE" in the subject line.