

DOSHION is a group of companies engaged in the field of WATER AND WASTE WATER TREATMENT, RECYCLING AND REUSE through their various business verticals to provide ONE STOP SOLUTION for any of their clients' needs since last 47 years. DOSHION provides TURN KEY SOLUTIONS through EPC PROJECTS & also makes equipments, chemicals & consumables.

DOSHION POLYSCIENCE PVT LTD is one of the leading vertical of DOSHION GROUP engaged in the field of manufacturing ION EXCHANGE RESINS, PHARMA POLYMERS AND MEMBRANE PERFORMANCE CHEMICALS. We have PAN INDIA operations and the company exports its products to more than 40 countries worldwide. For more information about us you can visit our website – [www.doshionpolymers.com](http://www.doshionpolymers.com)

## HR Executive



**Experience** : 2 to 4 Years



**Package** : INR 3,00,000 – 3,60,000 P.A.



**Location** : Ahmedabad.



**Openings** : 3 Posts

### Job Description:

- Recruitment, Preparing job descriptions, advertising vacant positions, orientation & induction as well as joining formalities of new employees, exit formalities
- Hands-on with HRIS, HRMS, Compensation & Benefits,
- Conduct employee engagement activities
- Sourcing candidates & Screening CVs as per requirement & JD.
- Ensuring that all employees are organized and satisfied in their work environment.
- Overseeing the health and safety of all employees
- Providing counseling on policies and procedures.
- Ensuring accurate and proper record of employee information in electronic & digital format.
- Excellent communication skills
- Follow-up with candidates for CV, Application forms, scheduling interviews, etc
- Daily, Weekly, Monthly MIS reporting
- Any other tasks assigned

**Education:** : BBA / MBA (HR) / MSW / MLW – Any Graduate matching above

**Role** : JD : HR Executive - Recruitment

**Industry Type** : Pharmaceuticals, Ion exchange Resins, Chemicals, Manufacturing

**Functional Area** : Recruitment, Generalist role