

JOB DESCRIPTION - HUMAN RESOURCES EXECUTIVE

About HackIT

HackIT Technology and Advisory Services is an IT/Cyber Security company, operating since 2009. HackIT is an Indian Computer Emergency Response Team, CERT-IN (www.cert-in.org.in) empaneled provider for IT Security Audit Services. HackIT provides a broad range of security consulting and advisory services to a diverse group of clients, including government organizations, corporations, Military establishments, financial institutions and start-ups, to name few. Our work spans multiple sectors and industries, including Telecommunications, Defense and Military, ITeS, Financial Services, Aviation, Hospitality, Healthcare and Research. We work end-to-end—from diagnosis to delivery of lasting impact — together generating tangible results that are improving the security posture of organizations worldwide.

Job Title	• Human Resources Executive
Location	• Kochi

Job Overview

We are seeking a detail-oriented and proactive HR Executive to support day-to-day human resources operations. The role involves handling HR administration, recruitment coordination, employee records, and assisting in HR processes to ensure smooth organizational functioning.

Job Responsibilities

- Assist in the day-to-day operations of HR functions and activities.
- Provide administrative and clerical support to the HR team.
- Maintain and update employee records (physical and digital).
- Prepare HR-related documentation and reports (recruitment, training, performance, grievances, etc.).
- Coordinate HR initiatives such as interviews, meetings, training sessions, and surveys.
- Act as the first point of contact for employee queries related to HR policies and procedures.
- Support payroll preparation by sharing accurate employee data (leaves, attendance, bonuses, etc.).
- Coordinate with external agencies and public services when required.
- Handle employee grievances and complaints in a professional and confidential manner.
- Coordinate with candidates and schedule interviews.
- Conduct onboarding and orientation sessions for new joiners.
- Assist recruiters in sourcing candidates and maintaining recruitment databases.

Technical Skillsets

- Proficiency in MS Office (Word, Excel, PowerPoint).
- Hands-on experience with HRIS / HRMS tools.

Non-Technical Skillsets

- Basic understanding of labour laws and HR compliance.
- Strong organizational and time-management skills.
- Excellent verbal and written communication skills.
- High attention to detail and ability to handle confidential information.
- Ability to work independently as well as collaboratively within a team.

Qualifications & Certifications

Bachelor's degree in human resources, Business Administration, or a related field.

Experience

1-3 Years of experience

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