

Indian Institute of Health Management and Research (IIHMR). It was later converted as IIHMR University in 2014.

IIHMR University is a leading knowledge institution of the country engaged in teaching, research and training in the domains of public health, health and hospital administration, pharmaceutical management and rural development. Over the past 37 years, IIHMR University has carved a niche for itself among management institutions, both in India and abroad.

Applications are invited for the post of Executive/ Sr. Executive-HRIS at IIHMR University, Jaipur

Designation: Executive/ Sr. Executive-HRIS

Job Responsibilities:

1. Responsible to work on all the MIS tracker/data of HR like recruitment, joinings, employee database etc and update the record accordingly
2. Update various HR MIS on daily, weekly, monthly and annually
3. Responsible for maintaining and updating data within TAT
4. Generate and share reports/dashboards in an accurate and timely manner
5. Provide strong reporting and analytical information supporting to the HR team
6. Provide recommendation to update current MIS to improve reporting efficiency and consistency
7. Managing the HR business MIS in excel for all the relevant records of employees
8. Will be responsible for transformation of all documents in digital platforms
9. Any other task as assigned by Head-HR/HOD

Essential Skills and Background:

1. Graduate or Post-Graduate in any field with 3 to 5 years of similar experience
2. Good knowledge of Microsoft excel and MS Office
3. Good typing speed with data accuracy
4. Experience of handling high volume databank.
5. Attention to detail is a must as well as organizational skills
6. Passionate, Enthusiastic team player
7. Basic knowledge of ERP.

Qualified and interested candidates should apply within 7 days through <https://iihmr.edu.in/jaipur/careers-form>

For more information, please visit the website www.iihmr.edu.in