

**HR Operations Executive****@Emgage** [<https://emgage.work/>]**Employment Type: Full time****Location: Ahmedabad****Apply within: 30 days****Salary: 3 LPA****Experience: 0-2 years****Roles & Responsibilities**

- Managing the onboarding of new joiners, Induction and managing joining formalities.
- Managing leave, attendance and employee query and grievance.
- Responsible for employee engagement and team productivity.
- Ensuring team discipline and adherence to company policy.
- Separation and exit formalities.
- Client coordination.
- Responsible for exit formalities.
- Responsible for Exit Analysis, Employee engagement score and all weekly and monthly MIS.

**How to Apply**Applicants can mail their resumes to [manisha.rawal@emgage.work](mailto:manisha.rawal@emgage.work)