

Job Description

Job Title: HR & Admin Executive

Company: Shivay Security & Facility Management Service

Location: [Insert City, e.g., Noida / Delhi NCR]

Job Type: Full-time

Salary: ₹15,000 – ₹25,000 per month (depending on experience)

Experience: 1–3 years preferred

Education: Graduate (Preferred in HR / Management / Administration)

Working Days: 6 Days a Week (Monday to Saturday)

About the Company

Shivay Security & Facility Management Services is a fast-growing company in the field of **security and facility management**, catering to Residential Welfare Associations (RWAs), Schools, Colleges, and Commercial Establishments. With a motivated team of 11–20 employees, we are expanding rapidly and looking for someone who can take ownership of administrative processes and HR responsibilities to support this growth.

Role Summary

We are looking for a dedicated and organized **HR & Admin Executive** to support both Human Resources and Office Administration tasks. The ideal candidate will work closely with the Operation Head and play a key role in ensuring internal processes run smoothly while also helping coordinate with external stakeholders like RWAs.

Key Responsibilities

HR Responsibilities

- Handle recruitment (job postings, screening resumes, scheduling interviews).
- Maintain employee records (joining, attendance, leave, ID cards, etc.).
- Ensure onboarding and orientation for new employees.
- Support payroll data collation (attendance sheets, leave records).
- Maintain discipline and staff communication.
- Assist in handling staff grievances and engagement activities.

Admin Responsibilities

- Manage office documentation, file management (contracts, licenses, employee records, etc.).
- Prepare company letters, reports, and maintain digital records.
- Handle day-to-day office supplies and facility management.
- Liaise with vendors (stationery, internet, etc.) and support purchases when required.

Operations Support

- Coordinate with Operation Head for client follow-ups and scheduling.
 - Help in coordination with RWA committees, arranging meetings, and documentation (MoUs, agreements).
 - Assist in tracking service performance and addressing client feedback.
 - Maintain follow-up reports and provide support in client visits or audits.
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Key Skills Required

- Strong communication skills (Hindi & Basic English – written and verbal).
 - Basic computer knowledge – MS Word, Excel, Email drafting.
 - Good organization and documentation skills.
 - Ability to coordinate and follow up with internal and external teams.
 - Self-motivated, punctual, and reliable.
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Preferred Qualities

- Previous experience in a similar HR/Admin role in small or mid-sized companies.
 - Familiarity with RWA communication or field coordination is a plus.
 - Able to travel locally if needed.
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📞 How to Apply

Send your resume or contact us at:

✉ info@shivaysecurityservices.in

☎ +919313860005/ +918743860005

🌐 www.shivaysecurityservices.in