

Hi All,  
Greetings from Prodesign Technologies!!

We are looking for below position.

**POSITION - US IT HR/Admin**

**Experience – 0 to 1 year**

**Education – M.B.A (HR/Finance)**

**Shifts – Night shift**

**Location – SR Nagar, HYD.**

**Job Description:**

- Organize and Maintain personnel records
- Update internal databases
- Prepare HR documents, like employment contracts and new hire guides
- Revise company policies.
- Liaise with external partners, like insurance vendors, and ensure legal compliance
- Create regular reports and presentations on HR metrics
- Answer employees queries about HR-related issues
- Assist payroll department by providing relevant employee information (e.g. leaves of absence, sick days and work schedules)
- Arrange travel accommodations and process expense forms
- Participate in HR projects