

Applicants are required to appear for **Virtual Interview** with prior intimation to hr@kiht.in before **23rd February 2026**. Kindly send your profile with educational certificates, pay-slips for the recent three months, experience certificates and other documents. Shortlisted Applicants will be intimated over email with interview dates (**04.03.2026, 05.03.2026, 06.03.2026 and 07.03.2026**) along with the virtual link on or before **2nd March 2026**.

Assistant - Human Resource

Terms of Reference:

1. Assist in maintaining accurate and up-to-date human resource files, records, and documentation.
2. Support in the Assist HR Department.
3. Assists with Recruitment & Onboarding.
4. Assists with arrangements for interviews, HR Meetings and other inter departmental meetings.
5. Undertake the assignments, which may be assigned from time to time.

Eligibility:

1. Qualification: Any Bachelor's/ Master's degree in HR/ MBA (HRM).
2. Experience: Minimum 01 - 02 years of experience in the relevant field.
3. Technical Skill Set experience in the field of Human Resources.
4. Domain expertise Knowledge in recruitment & HR Policies will be given preference.
5. Computer literacy including advanced proficiency with Microsoft Office (Excel, Word & PPT).
6. Excellent communication and presentation skills, analytical, problem-solving skills and interpersonal abilities, Decision-making, excellent oral and written communication skills in English.
7. Must have Team Spirit, Agility, Leadership, Initiative, time management, prioritizing and the ability to handle a complex and varied workload.
8. Must maintain confidentiality and discretion in all aspects and be comfortable with a flexible working schedule to meet the needs of the Company.
9. Ability to handle urgent matters, multiple tasks, simultaneously and quickly complete the assigned tasks.
10. Willingness to Travel.
11. Age up to 25 years.