

<b>Company</b>	Maithan Ispat Limited
<b>Job Title</b>	HR Trainee
<b>Location</b>	Bhubaneswar (BBSR)
<b>Grade</b>	Trainee
<b>Annual CTC</b>	2.4 LPA to 2.8 LPA based on the Performance
<b>Position Summary</b>	The HR Trainee will support recruitment, on boarding, HR documentation, HR Analytics, and employee engagement activities.
<b>Duties &amp; Responsibilities:</b>	
<p><b>A brief description of HR Trainee role is given below:</b></p> <p><b>1) Recruitment coordination &amp; interview scheduling</b> - Assist in end-to-end recruitment activities including sourcing coordination, shortlisting support, scheduling interviews with department heads, and maintaining recruitment trackers.</p> <p><b>2) Onboarding &amp; employee documentation</b> - Support new joiner onboarding by preparing appointment letters, collecting joining documents, completing induction formalities, and ensuring proper employee file management.</p> <p><b>3) Attendance, HR MIS &amp; records maintenance</b> - Maintain daily attendance records, update HR MIS reports, manage employee data in systems/files, and ensure accuracy of HR records.</p> <p><b>4) Employee engagement</b> - Support employee engagement initiatives such as employee communication, events, surveys, and welfare activities to enhance employee morale and workplace culture.</p> <p><b>5) Coordination with internal departments</b> - Liaise with various departments for manpower requirements, employee queries, HR-related communications, and smooth execution of HR processes.</p> <p><b>6) HR Analytics &amp; reporting</b> - Support preparation and analysis of HR data related to recruitment, attrition, attendance, and employee metrics; generate basic HR dashboards and reports to support data-driven HR decisions.</p>	
<b>Basic Qualifications</b>	<ul style="list-style-type: none"> <li>• MBA (HR only – HR as major mandatory)</li> <li>• Fresher / Final-year students</li> <li>• Good communication &amp; Excel skills</li> </ul>
<b>Required Skills &amp; Competencies:</b>	<ul style="list-style-type: none"> <li>• Good communication and interpersonal skills</li> <li>• Basic understanding of HR concepts</li> <li>• Working knowledge of MS Excel and documentation</li> <li>• Willingness to learn and adapt in a manufacturing setup</li> </ul>
<b>Learning &amp; Growth:</b>	<ul style="list-style-type: none"> <li>• Hands-on exposure to HR operations</li> <li>• Corporate and plant HR experience</li> <li>• Long-term career growth opportunities</li> </ul>