

**International Centre for Entrepreneurship and Technology, (iCreate)**  
**(An initiative of Gujarat Foundation for Entrepreneurial Excellence, A Section 8 Company)**

<b>Job Title:</b>	<b>HR Executive</b>	<b>Required Experience:</b>	Min 2 years in relevant field Or with Incubation centre/VCS
<b>Department:</b>	HR & Administration	<b>Compensation:</b>	Best in the industry & as per the position requirements
<b>Reports to:</b>	Head of the Department	<b>Working Hours:</b>	08:30 am to 05:30 pm (including the Lunch Break) Five Days a week (need to work on holidays in need)
<b>Educational Qualification:</b>	MBA HR	<b>Work Days:</b>	5 (Five) Monday to Friday
<b>Job Location:</b>	iCreate Campus, Deo Dholera, Opp. Kensville Golf Club, Rajkot Bavla Highway, Ahmedabad – 382240.		
<b>Staff Transportation:</b>	Yes		

**Job Purpose:**

This role is responsible for key HR operations such as recruitment, onboarding, employee relations, payroll, performance management, and training. By maintaining effective HR policies and ensuring smooth HR processes, the HR Executive contributes to the overall productivity, satisfaction, and long-term success of both employees and the organisation.

**Key Responsibilities**

- Manage end-to-end recruitment process, including job postings, screening, interviewing, and selection.
- Coordinate onboarding programs for new employees to ensure smooth integration into the company.
- Maintain a pipeline of potential candidates for future hiring needs.
- Address employee queries and concerns in a timely and professional manner.
- Foster a positive work environment by organising employee engagement activities and events.
- Conduct exit interviews and analyse feedback to improve employee retention.
- Process payroll and maintain accurate records of attendance, leaves, and deductions.
- Ensure compliance with labor laws, company policies, and industry regulations.
- Handle statutory compliances like PF, ESI, gratuity, and other employee benefits.
- Assist in the performance appraisal process, ensuring fair evaluation and feedback.
- Identify training needs and coordinate employee development programs.
- Support career development initiatives for employees.
- Maintain HR records, databases, and reports for audit and decision-making purposes.
- Develop and implement HR policies, ensuring alignment with business goals.
- Collaborate with management to improve workplace culture and productivity.

**Requirements**

- **Technical Skills:** Strong proficiency MS office and other system software.
- **Knowledge:** Deep understanding of statutory practices.
- **Leadership:** Demonstrated ability to lead and grow finance teams in dynamic environments.
- **Problem Solving:** Strong analytical and problem-solving skills, with a strategic mindset.
- **Communication:** Excellent verbal and written communication skills.

An initiative of Gujarat Foundation for Entrepreneurial Excellence

## **About iCreate**

Recognised as the "Impact Incubator of the Year 2024" at the Micelio Mobility Awards and the recipient of the National Award for Technology Business Incubator 2020, iCreate (International Centre for Entrepreneurship and Technology) is India's largest incubator for transforming tech-driven startups into successful businesses. An autonomous centre of excellence supported by the Government of India and the Government of Gujarat, iCreate operates from a cutting-edge 40-acre campus at Dev Dholera in Ahmedabad.

With a high-touch, entrepreneur-first approach, it has supported over 860 innovations and secured 60+ patents, connecting startups with mentors, markets, and funding. Embedded systems and IoT are key focus areas for iCreate in domains such as electric vehicles, agritech, smart cities, health tech, industrial automation, and renewable energy. iCreate has partnerships with leading institutions in the US, Israel, and other countries, along with a strategic partnership with CSIR, India's apex organisation for science and technology, and other global institutions. For more details, please visit: [icreate.org.in](https://www.icreate.org.in)

### **Approved & authorised by:**

Name: \_\_\_\_\_

Date: \_\_/\_\_/\_\_\_\_

Signature: \_\_\_\_\_