

Job Title :HR Operations

Location: Baner, Pune (Work from Office)

Employment Type: Full-Time Employee

Experience: 4+ Years

Company: πby3 Consulting Services Pvt. Ltd.

Website: <http://pibythree.com>

We are a Cloud Transformation company enabling enterprises for the future. At πby3, we value ownership, trust, and agility — and we're building an HR team that supports both people and business excellence.

Key Responsibilities

- Manage end-to-end HR operations and employee lifecycle (onboarding to exit)
- Maintain employee records, HR documentation, and HRIS data
- Handle statutory compliance: **PF, ESIC, PT, labour laws**
- Coordinate payroll inputs and ensure timely processing
- Address employee queries on HR policies, payroll, and benefits
- Support audits, compliance reporting, and HR initiatives

Required Skills & Experience

- **4+ years** of experience in HR Operations
- Strong knowledge of **PF & ESIC compliance**
- Hands-on experience in payroll coordination and HR documentation
- Good understanding of HR policies and labour laws
- Strong attention to detail and communication skills

Qualification

- Any Graduate (10+2+3 / 10+2+4 / 10+3+3)