

Job Title: HR Operations – Team Lead (Mid-Level)**Location:** Mahape, Navi Mumbai**Work Mode:** Work from Office**Experience:** 4+ Years**About Us**

We are a Cloud Transformation company enabling enterprises for the future. At Plby3, we value ownership, trust, and agility — and we're building an HR team that supports both people and business excellence.

Role Overview

Looking for a confident and mature HR Operations professional who can independently manage end-to-end HR operations and partner with business leaders to drive HR initiatives.

Key Responsibilities

- Manage complete employee lifecycle (Onboarding to Exit)
- Handle statutory compliance: PF, ESIC, Professional Tax & labor laws
- Coordinate payroll inputs and ensure accurate processing
- Maintain HR documentation, employee records & HRIS
- Address employee queries related to HR policies, payroll & benefits
- Support audits, compliance reporting & HR initiatives
- Drive employee engagement activities

Required Skills

- 4+ years of HR Operations experience
- Strong knowledge of PF, ESIC & labor law compliance
- Hands-on experience in payroll coordination
- Strong communication & stakeholder management skills
- Detail-oriented with high integrity

Education

- Any Graduate (MBA HR preferred)