Job Description: HR Associate

Ahmedabad | Work From Office | Full-time

Job Snapshot	
Position	HR Associate
Company	BluTec.AI — “AI That Never Sleeps”
Location	Ahmedabad
Work Mode	Work From Office
Employment Type	Full-time
Qualification	Graduate (any stream); MBA / PGDM in HR preferred
Experience	0–3 years (strong communicators among freshers are welcome)
Annual CTC	₹3 LPA *(Final CTC depends on interview performance)*
Apply At	careers@blutec.ai

1. About BluTec.AI

BluTec.AI helps businesses adopt AI-powered automation solutions that work around the clock — our promise is “AI That Never Sleeps.” We are a fast-growing team building the next generation of automation products, and we are looking for a people-first HR Associate to help us hire great talent and build a positive workplace.

2. Role Overview

As an HR Associate, you will support the full employee lifecycle at BluTec.AI — from hiring and onboarding to engagement, records and compliance. You will be the first point of contact for candidates and employees, helping us attract the right people and build a culture where they grow.

3. Key Responsibilities

- **Talent Acquisition:** Source candidates through job portals, LinkedIn and referrals; screen resumes and conduct telephonic rounds.
- **Interview Coordination:** Schedule interviews, coordinate with hiring managers and keep candidates informed at every stage.
- **Onboarding:** Manage offer letters, documentation, joining formalities and induction for new employees.
- **Employee Records & HRMS:** Maintain accurate employee data, attendance and leave records, and personnel files.
- **Payroll & Compliance Support:** Share attendance inputs for payroll and support statutory compliance such as PF, ESI and professional tax.
- **Employee Engagement:** Plan engagement activities, celebrations and feedback sessions that strengthen team culture.
- **Policy & Employee Support:** Communicate HR policies, resolve employee queries and act as the first point of contact for concerns.
- **Employer Branding:** Create job posts and support employer-branding efforts to attract quality talent.
- **Exit Formalities & Reporting:** Handle exit formalities and prepare HR reports such as hiring status, attrition and attendance.

4. Required Skills & Competencies

- Excellent verbal and written communication skills.
- Strong interpersonal skills with a people-first, empathetic approach.
- Understanding of recruitment platforms such as Naukri, LinkedIn and Indeed.
- Awareness of AI tools / LLMs (ChatGPT, Gemini, etc.), including for screening and job descriptions.
- Basic knowledge of HR processes, Google Sheets and MS Office.
- High integrity and ability to handle confidential information.
- Good organisation, follow-up discipline and time management.

5. Eligibility

- Graduate in any stream; MBA / PGDM in HR is an advantage.
- 0–3 years of relevant experience in HR, recruitment or talent acquisition.
- Freshers with strong communication skills are welcome to apply.
- Willing to work from our Ahmedabad office.

6. Good to Have

- Prior experience in IT, SaaS or technology recruitment.
- Hands-on experience with an HRMS or applicant tracking system.
- Basic knowledge of Indian labour laws and statutory compliance.
- Fluency in English, Hindi and Gujarati.

7. Compensation (Annual CTC)

Annual CTC: ₹3 LPA.

Note: The CTC mentioned above is indicative. The final CTC offered will be decided based on the candidate's performance in the interview process.

8. Growth Path

Stage	Focus
Today	Recruitment, onboarding, employee records and engagement
Next	Owning end-to-end hiring, HR operations and compliance
Future	Senior HR / HR manager roles as BluTec.AI grows

9. Hiring Process

Telephonic Round → Interview Round → Final Interview

10. How to Apply

Interested candidates can send their updated resume to the email below, with the subject line "Application – HR Associate".

Apply now: careers@blutec.ai

This is where the Automation starts!