HR EXECUTIVE

Job Ref. No: #JDMPR3544

2026 - 2027

- **Company Name** : Moris Media Private Limited
- **Designation** : Hr Executive
- **Job Type** : Full-Time
- **Industry** : Public Relations & Communications
- **Department** : Human Resources
- **Work Model** : Hybrid
- **Salary** : As Per Industry Standards

www.morismedia.com

About morismedia

Moris Media is a leading **Public Relations, Media, Digital Marketing and Strategic Communications boutique agency**, delivering integrated business, branding and communication solutions to organisations across **40+ countries** through **750+ departments, service functions and specialised operational areas**.

For over **12+ years**, Moris Media has partnered with startups, high-growth companies, multinational organisations, public institutions and established brands across diverse industries. Our expertise spans digital marketing, public relations, strategic communications, reputation management, employer branding, business consulting and integrated marketing solutions, helping organisations strengthen their market presence and achieve sustainable growth.

People are at the centre of everything we do. As our organisation continues to expand across multiple brands, business divisions and international markets, we are committed to building high-performing teams, fostering a collaborative workplace and creating opportunities for professionals to grow, lead and succeed.

We are currently seeking an enthusiastic and people-focused **HR Executive** to join our Human Resources team in **Kolkata**. This position follows a **Hybrid and Remote** work model, providing the flexibility to work remotely while collaborating with teams across different locations and travelling whenever required for recruitment drives, employee engagement initiatives, campus hiring, training programmes and other approved business activities.

The **HR Executive** will play an important role in supporting talent acquisition, employee onboarding, HR operations, employee engagement, documentation, policy implementation and day-to-day human resource activities across Moris Media and its associated business divisions. Working closely with the Human Resource Manager and leadership teams, this role offers the opportunity to build practical HR expertise while contributing to the growth of a dynamic organisation operating in the media, communications and digital marketing industry.

The ideal candidate should possess excellent communication skills, a professional and presentable personality, strong organisational abilities and a genuine passion for working with people. Candidates who are adaptable, relationship-oriented, eager to learn and comfortable working in a fast-paced business environment will find this role both professionally rewarding and rich in long-term career opportunities.

Job Summary

The **HR Executive** plays an important role in supporting the Human Resources function across Moris Media and its associated brands by delivering efficient, people-focused and process-driven HR operations. The position is responsible for supporting talent acquisition, recruitment coordination, employee onboarding, HR administration, employee engagement, documentation, policy implementation and day-to-day human resource activities while ensuring a professional employee experience throughout the employment lifecycle. The selected professional will primarily operate from **Kolkata**, while supporting remote collaboration and approved business travel whenever required.

This is a **Full-Time** position that follows a **Hybrid and Remote** work model, providing the flexibility to work remotely while maintaining regular collaboration from **Kolkata** with leadership teams, hiring managers and employees across multiple business locations. The role also requires approved domestic and international travel for recruitment drives, campus hiring, employee engagement programmes, training initiatives, business expansion activities and other authorised organisational assignments.

Working closely with the Human Resource Manager, department heads and business leaders, the **HR Executive** will assist in identifying, attracting and onboarding qualified professionals while coordinating interviews, maintaining employee records, supporting organisational development initiatives and ensuring HR policies, procedures and operational processes are implemented accurately and consistently. The role also requires effective coordination with candidates, employees, educational institutions, recruitment partners and internal stakeholders to support organisational hiring objectives.

The position requires strong organisational skills, professional communication, attention to detail, sound judgement and the ability to manage multiple responsibilities simultaneously. Success in this role depends on maintaining accurate documentation, handling confidential employee information responsibly, responding effectively to changing recruitment priorities and providing timely support across various Human Resources functions while maintaining professionalism and compliance with organisational standards.

The ideal candidate is **Organized, Adaptable, Relationship-Oriented, Detail-Oriented, Strong Communicator, Proactive, Professionally Presentable and People-Focused**, with the confidence to represent Moris Media professionally during recruitment activities, employee interactions, campus engagements and business meetings. Through structured coordination, responsible communication and consistent operational support from **Kolkata**, the **HR Executive** contributes directly to talent acquisition, employee experience, organisational efficiency and the long-term growth of Moris Media.

Primary Responsibilities

- **Talent Acquisition and Recruitment Support**
  Support the complete recruitment process across Moris Media and its associated brands, including candidate sourcing, application screening, initial communication, interview coordination, assessment follow-ups, offer documentation and joining formalities.
- **Candidate Sourcing**
  Identify suitable candidates through job portals, professional networks, social media platforms, recruitment

databases, employee referrals, campus partnerships and other approved sourcing channels.

- **Application Screening**
  Review résumés and job applications against approved role requirements, experience criteria, educational qualifications and personality expectations. Prepare shortlisted candidate profiles for review by the Human Resource Manager and relevant hiring managers.
- **Candidate Communication**
  Maintain timely and professional communication with candidates throughout the recruitment process. Share interview details, application updates, document requirements and selection outcomes while ensuring a positive candidate experience.
- **Interview Coordination**
  Schedule and coordinate interviews between candidates, the Human Resource Manager, department heads and leadership teams. Confirm availability, circulate meeting details, maintain interview records and follow up on evaluation feedback.
- **Preliminary Interviews**
  Conduct initial screening calls and preliminary interviews to evaluate candidate communication skills, professional background, employment expectations, role suitability, availability and alignment with organisational requirements.
- **Offer and Joining Coordination**
  Assist with preparing offer letters, employment documents, compensation details, joining instructions and pre-employment requirements. Follow up with selected candidates to support timely offer acceptance and successful joining.
- **Employee Onboarding**
  Coordinate the onboarding process for new employees, including documentation, induction schedules, policy communication, department introductions, system access requests and reporting instructions.
- **Employee Documentation**
  Maintain accurate and confidential employee records, including personal details, educational documents, employment contracts, identity documents, attendance records, leave information, performance records and separation documents.
- **HR Operations Support**
  Assist with day-to-day HR activities, including attendance management, leave coordination, employee records, probation tracking, confirmation processes, internal communication and HR-related administrative requirements.
- **Employee Engagement**
  Support employee engagement activities, internal events, recognition programmes, team-building initiatives, workplace communication and feedback exercises designed to improve employee participation and workplace experience.
- **Performance Management Support**
  Assist the Human Resource Manager and department heads with performance review schedules, appraisal documentation, goal-setting records, probation assessments, feedback collection and employee development plans.
- **Training and Development Coordination**
  Coordinate employee induction, training sessions, professional development programmes, workshops and learning initiatives. Maintain training records and collect employee feedback to support future programme

planning.

- **HR Policy Implementation**
  Support the communication and implementation of company policies, employee guidelines, workplace procedures and codes of conduct. Respond to routine employee queries and refer sensitive or complex matters to the Human Resource Manager.
- **Employee Relations Support**
  Assist with employee concerns, workplace queries and routine HR matters while maintaining confidentiality and professionalism. Escalate grievances, disciplinary concerns and sensitive employee relations matters to the Human Resource Manager.
- **Attendance and Leave Management**
  Maintain accurate attendance and leave records, monitor employee submissions, coordinate approvals and prepare relevant information for payroll and management reporting.
- **Payroll Coordination Support**
  Compile and verify approved attendance, leave, joining, separation, reimbursement and compensation-related information required for payroll processing. Coordinate with Finance and authorised stakeholders to ensure accurate and timely submissions.
- **HRIS and ATS Management**
  Update and maintain information within the Human Resource Information System (HRIS) and Applicant Tracking System (ATS). Ensure candidate, employee and recruitment data remains complete, accurate and confidential.
- **Recruitment Reporting**
  Prepare regular reports on job openings, candidate pipelines, interview status, offers, joining progress, recruitment sources, time-to-hire and other assigned HR metrics.
- **Campus Recruitment Support**
  Coordinate with colleges, universities and training institutions for campus recruitment, internships, career events and talent engagement programmes. Support event planning, candidate registration, screening and follow-up activities.
- **Employer Branding Support**
  Assist with recruitment campaigns, career page content, job advertisements, hiring communication and social media recruitment activities that strengthen Moris Media's employer brand.
- **Multi-Brand HR Support**
  Provide recruitment and HR operational support across Moris Media and its associated brands, business divisions and specialised departments while ensuring consistency in HR processes, organisational policies and employee experience.
- **Cross-Functional Coordination**
  Work closely with department heads, hiring managers, Finance, Administration, Operations and other internal teams to complete recruitment, onboarding and employee-related activities efficiently.
- **Travel and On-Ground Support**
  Travel domestically and internationally whenever required for recruitment drives, campus hiring, employee engagement activities, training programmes, business expansion initiatives and other approved HR assignments.
- **Confidentiality and Professional Conduct**
  Maintain strict confidentiality when handling candidate information, employee records, compensation details, workplace matters and management discussions. Represent Moris Media with professionalism, integrity and

appropriate business etiquette at all times.

Required Skills

- **Talent Acquisition**
  Strong ability to support end-to-end recruitment activities, including candidate sourcing, résumé screening, preliminary interviews, interview coordination, selection follow-ups and joining formalities.
- **Candidate Sourcing**
  Ability to identify suitable candidates through job portals, professional networks, social media platforms, recruitment databases, employee referrals and campus hiring channels.
- **Application Screening**
  Ability to evaluate résumés and applications against approved job requirements, qualifications, experience levels and personality expectations.
- **Interview Coordination**
  Strong coordination skills to schedule interviews, confirm candidate availability, communicate meeting details, maintain interview records and follow up with hiring managers.
- **Preliminary Interviewing**
  Ability to conduct initial screening calls and assess candidate communication, professional background, role suitability, availability and employment expectations.
- **Candidate Relationship Management**
  Ability to maintain professional, timely and respectful communication with candidates throughout the recruitment process.
- **Employee Onboarding**
  Strong understanding of onboarding activities, including documentation, induction scheduling, policy communication, department coordination and joining support.
- **HR Operations**
  Practical knowledge of attendance management, leave coordination, employee documentation, probation tracking, confirmation processes and general HR administration.
- **Employee Records Management**
  Ability to maintain accurate, organised and confidential employee records, contracts, identity documents, attendance data, leave records and performance documentation.
- **Employee Engagement**
  Ability to support employee engagement initiatives, recognition programmes, internal events, team-building activities and workplace communication.
- **Performance Management Support**
  Ability to coordinate appraisal schedules, probation assessments, feedback collection, goal-setting records and performance documentation.
- **Training Coordination**

Ability to organise induction programmes, workshops, learning sessions and employee development activities while maintaining accurate training records.

- **HR Policy Implementation**
  Ability to communicate and support the implementation of company policies, workplace guidelines, employee procedures and codes of conduct.

Qualifications & Experience

- **Educational Qualification**
  Bachelor's degree in Human Resource Management, Business Administration, Commerce, Psychology, Management or a related discipline from a recognised university. A Master's degree, MBA in Human Resources or relevant HR certifications will be considered an advantage.
- **Professional Experience**
  One to three years of professional experience in Human Resources, Talent Acquisition, Recruitment, HR Operations or a related field. Exceptional fresh graduates with outstanding communication skills, internship experience and a strong interest in Human Resources are encouraged to apply.
- **Recruitment Knowledge**
  Basic understanding of recruitment processes, candidate sourcing, application screening, interview coordination, onboarding procedures and talent acquisition best practices.
- **Human Resources Knowledge**
  Working knowledge of employee lifecycle management, HR administration, attendance management, leave administration, employee documentation and organisational HR processes.
- **Employment Practices**
  Basic understanding of workplace ethics, employee confidentiality, HR policies and general employment practices. Familiarity with labour laws and statutory compliance will be an added advantage.
- **Technology Proficiency**
  Proficiency in Microsoft Office applications, including Word, Excel, PowerPoint and Outlook. Familiarity with Applicant Tracking Systems (ATS), Human Resource Information Systems (HRIS), online recruitment platforms and digital collaboration tools is preferred.
- **Communication Proficiency**
  Excellent verbal and written communication skills with the ability to communicate professionally with candidates, employees, hiring managers, educational institutions and external stakeholders.
- **Documentation and Administration**
  Ability to prepare, organise and maintain HR documents, employee records and recruitment-related information with accuracy and confidentiality.
- **Professional Presentation**
  Professionally presentable with excellent business etiquette, interpersonal skills and the confidence to represent Moris Media during interviews, recruitment drives, campus hiring programmes and other professional engagements.

- **Travel Availability**
  Willingness and ability to travel domestically and internationally whenever required for recruitment drives, campus hiring, employee engagement activities, training programmes, business meetings and other approved organisational assignments.
- **Work Eligibility**
  Must be legally authorised to work in the country of employment or be eligible to obtain the necessary work authorisation in accordance with applicable laws and regulations.

Work Model & Professional Setup

- **Work Model**
  This position follows a **Hybrid and Remote** work model, providing the flexibility to work remotely while collaborating with colleagues, hiring managers and leadership teams across multiple locations.
- **Work Environment**
  Operate in a dynamic, fast-paced and collaborative workplace that supports innovation, teamwork, continuous learning and professional growth across Moris Media and its associated brands.
- **Work Location**
  The primary work location will be **Kolkata**, with responsibilities extending across multiple business divisions, departments and regional operations as required.
- **Remote Collaboration**
  Collaborate effectively with employees, candidates, hiring managers, department heads and leadership teams through approved digital communication and collaboration platforms.
- **Travel Requirements**
  Willingness and ability to travel domestically and internationally whenever required for recruitment drives, campus hiring programmes, employee engagement initiatives, training programmes, business meetings and other approved organisational activities.
- **Working Hours**
  Flexibility to work beyond standard business hours whenever required to support recruitment activities, interviews, hiring deadlines, organisational priorities and business requirements.
- **Cross-Functional Collaboration**
  Work closely with the Human Resource Manager, hiring managers, department heads, Finance, Administration, Operations and other internal teams to ensure the efficient execution of Human Resources activities.
- **Technology and Tools**
  Utilise approved HR systems, Applicant Tracking Systems (ATS), Human Resource Information Systems (HRIS), recruitment platforms, Microsoft Office applications and digital collaboration tools to perform daily responsibilities efficiently.
- **Confidential Work Environment**
  Handle all candidate information, employee records, organisational data and confidential Human Resources matters with the highest standards of professionalism, integrity and discretion.
- **Professional Development**
  Participate in internal training programmes, HR workshops, leadership development initiatives and continuous learning opportunities to enhance professional knowledge, technical capabilities and career growth within Moris

Media.

Travel & Availability Requirement

The **HR Executive** must be willing and available to travel from **Kolkata** for approved local, domestic and international assignments whenever required. Travel may include campus recruitment programmes, university partnerships, walk-in hiring drives, career fairs, recruitment events, employee onboarding, induction programmes, training sessions, HR workshops, branch visits, employee engagement initiatives, employer branding activities, business meetings and other responsibilities associated with the **Human Resources** department.

The role requires flexibility to support recruitment campaigns, interviews, onboarding programmes, training activities and other organisational priorities beyond standard working hours whenever business requirements demand. The successful candidate must be able to adapt to changing travel schedules, recruitment timelines, multiple work locations and evolving organisational priorities while maintaining professional communication, confidentiality, accurate documentation and high standards of employee and candidate experience.

Compensation, Benefits & Company Support

- **Competitive Compensation**
  Receive a competitive salary package based on qualifications, experience, professional capabilities and overall suitability for the role.
- **Performance Recognition**
  Be recognised and rewarded for outstanding performance, meaningful contributions, consistent results and commitment to organisational excellence through performance-based growth opportunities.
- **Career Growth Opportunities**
  Access structured career progression pathways with opportunities to advance into senior Human Resources, Talent Acquisition, Employee Experience and People Operations roles based on performance and business requirements.
- **Learning and Professional Development**
  Participate in internal training programmes, leadership development initiatives, recruitment workshops, HR learning sessions and continuous professional development opportunities to strengthen technical and leadership capabilities.
- **Global Exposure**
  Collaborate with professionals, leadership teams and business operations across multiple industries and more than **10+ countries**, gaining valuable international Human Resources experience.
- **Hybrid and Remote Work Flexibility**
  Benefit from a flexible Hybrid and Remote work model that supports collaboration, productivity and work-life integration while maintaining business excellence.
- **Business Travel Opportunities**
  Gain opportunities to participate in campus recruitment programmes, hiring events, university partnerships, employee engagement initiatives, training programmes and other approved Human Resources activities through domestic and international business travel.

- **Advanced HR Technology**
  Work with modern Human Resource Information Systems (HRIS), Applicant Tracking Systems (ATS), recruitment platforms and digital collaboration tools to enhance operational efficiency and professional effectiveness.
- **Collaborative Workplace Culture**
  Thrive in a professional, inclusive and collaborative work environment that values teamwork, mutual respect, innovation, diversity and continuous learning.
- **Leadership Exposure**
  Work closely with experienced Human Resources professionals, department heads and leadership teams, gaining practical exposure to strategic workforce planning and organisational development.
- **Employee Well-Being**
  Be part of a workplace that promotes employee engagement, professional respect, continuous feedback, collaboration and a positive organisational culture.
- **Equal Employment Opportunity**
  Moris Media is committed to providing equal employment opportunities to all qualified candidates and employees without discrimination based on race, colour, religion, gender, age, disability or any other characteristic protected under applicable laws and regulations.

Apply Only Through the Official Job Page

- **Application Submission**
  Submit your application through the official Moris Media Careers Portal by completing the online application form and uploading your updated résumé along with any supporting documents requested for the position.
- **Application Review**
  Our Human Resources team will carefully review each application based on qualifications, relevant experience, communication skills, professional suitability and alignment with the requirements of the HR Executive role.
- **Initial HR Screening**
  Shortlisted candidates may be contacted for an initial screening discussion to evaluate their background, communication skills, career objectives, availability and overall suitability for the position.
- **Assessment and Interviews**
  Depending on the role requirements, shortlisted candidates may participate in one or more interview rounds, practical assessments or role-specific evaluations with the Human Resources team, hiring managers and leadership representatives.
- **Document Verification**
  Candidates progressing through the selection process may be required to provide educational certificates, employment records, identity documents and other supporting documentation for verification purposes.
- **Final Selection**
  Successful candidates will be selected based on their qualifications, interview performance, relevant experience, technical capabilities, interpersonal skills and overall alignment with Moris Media's organisational values and business requirements.
- **Offer of Employment**
  Selected candidates will receive a formal employment offer outlining the role, compensation, benefits, work model and other employment terms and conditions.

- **Pre-Joining Process**
  Prior to joining, selected candidates will complete the required employment documentation, verification formalities and onboarding requirements in accordance with company policies.
- **Employee Onboarding**
  Upon successful completion of the pre-joining process, new employees will participate in a structured onboarding and induction programme designed to support a smooth transition into their role and introduce them to Moris Media's culture, teams, systems and workplace practices.
- **Application Status**
  Due to the volume of applications received, only shortlisted candidates will be contacted regarding the next stages of the recruitment process. Candidates are encouraged to monitor their registered email address and contact information for future communication from the Human Resources team.

APPLY ONLINE HERE

Career Opportunities Across Borders

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