

<https://www.surgitechhospital.com/job/hr-executives/>

HR EXECUTIVES

Description

Join our HR team and help build a strong, motivated healthcare workforce.

Surgitech Hospital is looking for a responsible and people-focused HR Executive / HR Manager to manage human resource activities and support the development of an efficient healthcare workforce.

The role involves recruitment, employee coordination, HR administration, performance management, and maintaining a positive and professional workplace environment.

Relevant experience will be an added advantage.

Qualifications

- MBA in Hospital Management – for Manager-level roles
- MBA/PG qualification in Human Resource Management
- Relevant HR or Hospital Administration qualifications may be considered

Responsibilities

- Manage end-to-end recruitment and selection for clinical and non-clinical positions.
- Coordinate interviews, candidate screening, documentation, and onboarding.
- Maintain accurate employee records and HR documentation.
- Manage attendance, leave records, employee files, and HR-related data.
- Support employee orientation and induction programs.
- Coordinate with department heads regarding staffing requirements.
- Develop and maintain effective employee communication and engagement.
- Assist in performance evaluation and employee development initiatives.
- Handle employee concerns, workplace issues, and HR-related queries professionally.
- Ensure HR policies and hospital procedures are communicated and followed.
- Support payroll-related coordination and provide required employee information.
- Assist with workforce planning, staffing requirements, and retention initiatives.
- Maintain confidentiality of employee and organizational information.
- Help promote a professional, respectful, and patient-focused work culture.
- Prepare HR reports and provide regular updates to hospital management.
- Ensure HR practices are aligned with applicable workplace and hospital

Hiring organization

Surgitech Hospital

Vacancy

Posts Available: 02

Employment Type

Full-time

Industry

Hospital

Job Location

Plot No-1, Main Rd, Sano George Nagar, 445304, Bramhani,, Wani, Maharashtra

Date posted

October 5, 2026

Valid through

31.01.2027

requirements.

Key Skills

- Strong communication and interpersonal skills
- Leadership and team-management abilities
- Recruitment and talent acquisition skills
- Good knowledge of HR processes and documentation
- Problem-solving and decision-making skills
- Ability to handle confidential information
- Good organizational and time-management skills
- Proficiency in MS Office and basic HR software
- Ability to work effectively in a fast-paced hospital environment

Preferred Profile

Candidates with **hospital HR experience** and knowledge of healthcare staffing, recruitment, employee relations, and hospital administration will be preferred. Manager-level candidates should demonstrate strong leadership and team-management capabilities.

Contacts

☎☎ Contact: – 86055 55180

☎☎ Hospital Reception: 07239-299103

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