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HR & Admin Officer – Hyderabad

Hiring organization
Anvi Advisors

Employment Type
Full-time

Beginning of employment
Immediate

Industry
Banking Valuations and Technical Advisory Services

Job Location
Hyderabad

Date posted
July 28, 2026

Description

The **HR & Admin Officer** will manage end-to-end HR functions, including recruitment, onboarding, payroll support, employee engagement and performance management, alongside overseeing office administration, vendor management, facility maintenance, travel coordination, and event planning.

The ideal candidate should have

- Good communication skills;
- Ability to handle multitasking in a dynamic environment,
- Ensuring smooth operations while fostering a positive workplace culture.

Interested candidates may share their profiles to info@anviadvisors.com.