



<https://anviadvisors.com/job/technical-officer-3-2/>

## HR & Admin Officer – Hyderabad

### 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](mailto:info@anviadvisors.com).

### Hiring organization

Anvi Advisors

### Employment Type

Full-time

### Beginning of employment

Immediate

### Industry

Banking Valuations and Technical Advisory Services

### Job Location

Hyderabad

### Date posted

May 3, 2025