KeeMakr.ai

OPEN ROLE · KEEMAKR AI

HR & Admin Executive

Mumbai (Andheri East), Full-Time, Immediate start **Rs.50,000/month** **2+ yrs experience**

SUMMARY

End-to-end people operations generalist handling recruitment, onboarding, payroll coordination, employee engagement, compliance, and office admin for a fast-growing AI startup.

ABOUT THE ROLE

Join KeeMakr, a stealth-mode AI company building the future of AI-native organizations. As our HR & Admin Executive, you'll be the backbone of our people operations, owning everything from recruitment to compliance to culture. This is a high-impact generalist role where you'll build the team, run operations, and keep it human in a fast-paced startup environment. If you thrive on autonomy, variety, and making things happen, this is your opportunity to shape how we grow.

WHAT YOU'LL NEED

- 2-4 years of HR experience, preferably in a startup or tech company
- Hands-on recruitment experience including sourcing, screening, and closing candidates
- Experience with HRMS tools such as Zoho People, Keka, or GreytHR
- Knowledge of Indian labour laws and compliance (PF, ESI, PT, Gratuity)
- Strong communication and interpersonal skills with ability to handle confidential information
- Self-starter who can work independently with minimal supervision

NICE TO HAVE

- Experience with campus hiring and fresher recruitment
- Exposure to payroll processing
- Familiarity with AI tools for HR (screening, scheduling)
- MBA in HR or equivalent qualification

THE STACK

Zoho People · Keka · GreytHR · LinkedIn · Job portals

Apply or refer someone:
https://hr-kee.vercel.app/apply?role=hr-admin-executive

Questions? a@keemakr.ai

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