

HR EXECUTIVE (GENERALIST AND RECRUITER)

Location: East Street, Camp, Pune | Job Type: Full-time | Experience: 02-06 Years | Industry: Real Estate, Construction | Gender: Female, Male

About Us

Kumar Properties Lifespaces Pvt. Ltd. is one of India's most trusted and respected real estate brands, with a rich legacy of over 58 years in shaping urban landscapes. Headquartered in Pune, we have successfully delivered more than 35,000 satisfied homes and numerous commercial landmarks across key locations.

Our commitment to quality construction, timely delivery, and customer satisfaction has earned us an unmatched reputation in residential and commercial real estate. At Kumar Properties, we don't just build spaces — we craft enduring lifestyles.

The Opportunity

The HR Executive (Generalist and Recruiter) in the real estate sector drives end-to-end talent acquisition while managing daily HR operations like onboarding, compliance and employee relations. The executive will also ensure seamless people operations, contract labor compliance, statutory adherence, and employee engagement in line with organizational policies, labor laws, and Maha RERA requirements.

Key Responsibilities

- Drive employee engagement, communication, and connect initiatives at site.
- Translate corporate HR policies into site-level execution while ensuring legal and operational feasibility.
- Support induction, onboarding, exit management, and employee lifecycle processes.
- Oversee Time Office operations and ensure accurate payroll input.
- Support hiring for Junior / Mid / Senior Level Roles for Corporate and Site based roles. Manage sourcing (via portals like LinkedIn and Naukri, employee referrals, and walk-in drives)
- Support payroll, attendance and leave management.
- Assist the Manager HR to maintain master employee databases and physical/digital personnel files.

Statutory Compliances

- Ensure 100% Statutory compliance, EPF Act, ESI Act, PT, Payment of Wages Act, Bonus Act, Minimum Wages Act etc
 - Ensure timely renewal, maintenance, and audit of Contract Labor Licenses, registrations, and statutory filings.
 - Coordinate with external compliance partners, labor consultants, and authorities.
 - Maintain statutory registers, returns, challans, and compliance MIS.
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What We're Looking For

- Education: Graduate/Postgraduate in HR / IR / Personnel Management
- Experience: 2–6 years of experience in Real Estate / Construction / Infrastructure sector
- Hands-on experience in HR operations and compliances
- High attention to documentation and statutory timelines
- Ability to work independently in a site-driven, high-pressure environment
- Knowledge of HRMS Software (Keka / Zoho/Bamboo HR etc)

If you're interested or know someone who might be a great fit, please apply or share your resume at careers@kumarlifespaces.com

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