

JOB

DESCRIPTION

Novel Office is part of the Novel Group, established in 1993 in Dallas, TX, USA which is engaged into various business activities. We are into the business of office space and provide fully furnished customized offices on rent. We have developed an in-house customizable partition concept, which enables us to customize an office layout any way at any time, without any material wastage. This ability of ours makes us unique in the Office Space Industry; hence nobody offers what we offer in the market.

In INDIA

We provide serviced offices and fully furnished customizable offices on rent with No Lock-in and No Deposit options. We have a unique business model. We have developed an in house office space customization model with a lot of research and experiments, wherein we don't incur any material wastage when we customize a layout and the customization lead time is also short. We currently have 4 operating locations across Bangalore and one coming up soon totalling to 7,00,000 square feet of office space.

In the US

We offer fully furnished offices with movable glass walls in the US to our tenants. We have unique business model in the US as well. Our first project was in Houston, TX which was highly successful. We increased tenancy from 62% to 100% in a span of 4 months. Now, we have acquired second property in Dallas named Meadow Park Tower. We are looking to expand to other locations in TX by acquiring 3-5 properties this year with a budget of 100 Million Dollars.

Department

The HR department is responsible for the recruitment and management of the human resources for both the US and India Processes. The department is also responsible to form and govern the policies of the organization apart from forming and governing the rules & regulations. The departments in the organization include Sales, Marketing, Client Relations, IT Support, Software, Facility, Logistics, Projects, Accounts, and HR & Admin.

Title: **HR Executive**

Location: **Bangalore**

Job Description

- Sourcing and screening of applicants
- Maintain job postings
- Schedule and conduct interviews
- On Boarding and Off Boarding
- HR Generalist

Desired Profile

- Good Written and Communication Skills
- 0-2 Years of Experience
- Presentable