

CAREER OPPORTUNITY – HR & BUSINESS DEVELOPMENT EXECUTIVE

(Infrastructure Engineering Consultancy – Recruitment | Business Development | Proposal Coordination | Administration | Document Control)

 **Location:** Sector 53, Gurugram (Head Office)

 **Joining Period:** Up to 30 Days *(Immediate Joiners Preferred)*

We are looking for a **smart, proactive and highly organized HR & Business Development Executive** to support our Business Development, Recruitment, Proposal Management and Administration functions at our Gurugram Headquarters.

 **Qualification:** Graduate in **HR, Business Administration, Management or Commerce**. MBA (HR/Marketing) or PG Diploma in HR/Business Administration shall be preferred.

 **Experience:** **2–5 years' experience** in HR, Recruitment, Administration, Business Development Support or Proposal Coordination, preferably with an **Engineering Consultancy, Infrastructure Company, EPC Contractor or Architectural Consultancy**. Experience in recruitment through LinkedIn, Naukri, Indeed, Apna, Monster, Shine and other job portals will be preferred.

 **Technical & Professional Expertise:** Hands-on experience in **CV sourcing, candidate screening, interview scheduling, recruitment coordination, employee database management, HR documentation, document control, proposal coordination, bid documentation, office administration, travel arrangements, meeting coordination and MIS reporting**. Good working knowledge of MS Office (Advanced Excel, Word & PowerPoint), Outlook, Google Workspace, PDF editing, SharePoint, CRM, LinkedIn Recruiter, Naukri RMS, document management systems and AI-assisted documentation tools will be preferred.

 **Desired Competencies:** Excellent communication, interpersonal skills, professional email drafting, documentation, multitasking, time management, attention to detail, coordination ability, confidentiality, teamwork, willingness to learn and ability to work under strict proposal submission timelines.

 **Key Responsibilities:** Support the Business Development team in **CV sourcing, expert database management, recruitment through LinkedIn, Naukri, Indeed and other portals, interview coordination, consultant onboarding and maintaining resource databases; assist in EOI/RFQ/RFP proposal preparation, compilation of CVs, experience credentials, project datasheets, document formatting and proposal submissions; maintain document control, correspondence registers, digital filing systems, ISO records, employee records, leave and attendance, office administration, meeting schedules, travel arrangements, vendor coordination, MIS reports and other HR & administrative functions** while ensuring timely support to the Business Development and Technical Teams.

 **Salary:** **Competitive and negotiable**, commensurate with qualifications, experience and professional competency.

 **Interested candidates may share their CV at: hr@npec.co.in**