

ATUMX

Job Description

HR & Finance Executive

The HR & Finance Executive will be responsible for managing human resources, financial operations, and legal compliance at AtumX. The role covers talent acquisition, payroll, accounts, GST filings, and vendor management. The incumbent will also handle contracts, agreements, and statutory compliance to ensure smooth and lawful operations. This is a cross-functional role that requires ownership, accuracy, and the ability to multitask in a fast-growing startup environment.

ROLE DETAILS

Location: Chennai

Employment Type: Intern → Full-time

Apply: <https://forms.gle/15v2TUwvBV5feoba9>

HR RESPONSIBILITIES

- End-to-end recruitment — sourcing, screening, scheduling, and closing offers
- Onboarding and offboarding of employees
- Payroll inputs and attendance tracking
- Maintaining employee records and HR documentation
- Implementing and managing HR policies and culture initiatives

FINANCE RESPONSIBILITIES

- Bookkeeping, accounts payable/receivable, and bank reconciliation
- GST filing, TDS calculation, and statutory compliance
- Invoice management and vendor payment tracking
- Expense monitoring and budget reporting
- Preparation of basic MIS reports for management review

LEGAL & COMPLIANCE

- Drafting and managing employment contracts and vendor agreements
- Ensuring compliance with labour laws and regulatory requirements
- Liaising with legal counsel when required
- Maintaining statutory registers and filing records

WHAT WE'RE LOOKING FOR

- Background in B.Com, BBA, MBA, or CA (Inter/Final)
- Prior experience handling HR and/or finance functions
- Working knowledge of Tally, Zoho Books, or similar accounting tools
- Familiarity with HR tools like Keka, Zoho People, or Google Sheets
- High attention to detail, discretion, and a proactive mindset
- Comfortable operating independently in a fast-paced startup

ATUMX

Job Description

Production & Operations Trainee

The Production & Operations Trainee will be responsible for supporting end-to-end manufacturing and operational activities at AtumX. The role involves machine handling, product assembly, component procurement, and vendor coordination to ensure timely production and delivery. The incumbent will also manage day-to-day operational administration including inventory tracking and procurement documentation. This is a field-intensive, hands-on role suited for someone who is proactive, physically mobile, and committed to keeping production running efficiently.

ROLE DETAILS

Location: Chennai

Employment Type: Intern → Full-time

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PRODUCTION RESPONSIBILITIES

- Operate and maintain machines used in kit assembly and production
- Assist in assembling robotics kits and electronic components
- Conduct basic quality checks on finished products before dispatch
- Monitor production schedules and flag delays proactively
- Ensure the production floor is organised and safe at all times

PROCUREMENT RESPONSIBILITIES

- Source and procure components from vendors within budget and timelines
- Coordinate with suppliers for delivery, follow-ups, and replacements
- Maintain inventory records and stock levels
- Generate purchase orders and manage procurement documentation
- Negotiate with vendors for better pricing and timely supply

ADMIN & OPERATIONS

- Handle day-to-day operational admin tasks and internal coordination
- Maintain records of procurement, dispatch, and production logs
- Assist in logistics and shipping coordination as required
- Support cross-functional teams with field visits and material movement

WHAT WE'RE LOOKING FOR

- Diploma, B.E, B.Tech, ITI, or Polytechnic background preferred
- Comfortable with physical, field-intensive work and travel within Chennai
- Prior experience in a manufacturing or production environment is a plus
- Basic knowledge of procurement, inventory, or vendor management
- Two-wheeler and valid driving licence preferred
- Someone who gets things done — proactive, reliable, and hands-on