



HIRING

Job Role: Jr. HR Executive

Location: Bangalore

Salary : 3 LPA

Duration: Full Time

Qualification: MBA Only

Year of Passout: 2021,2022 & 2023

Bond : No

Responsibilities:

Partnering with hiring managers to determine staffing needs

Screening resumes

Performing in-person and phone interviews with candidates

Making recommendations to company hiring managers

Coordinating interviews with the hiring managers

Following up on the interview process status

Maintaining relationships with both internal and external to ensure goals are achieved

Communicating employer information and benefits to candidates during the screening process.

Skills

Excellent written and verbal communication skills with the ability to quickly build rapport with the candidates and colleague

Have the ability to multitask and meet aggressive recruitment targets within defined timelines

Good experience in MS Office tools Excel, PowerPoint, Word, Outlook, etc.

Coordination between Internal HR Specs and candidates on offers, joining, and inductions-related activities.