CAREER CRAFT MANAGEMENT

https://careercraftmanagement.co.in/job/hre/

Company Name
CAREER CRAFT MANAGEMENT

HR- Executive

Responsibilities
Design and update job descriptions

Advertise job openings on company's careers page, social media, job boards and internally

Source potential candidates from various online & offline channels

Craft recruiting emails/ messages to attract passive candidates

Screen incoming resumes and application forms

Interview candidates (via phone, video and in-person)

Provide shortlists of qualified candidates to reporting authorities

Send job offer emails and answer queries about compensation and benefits

Participate in job fairs and host in-house recruitment events

Collaborate with managers to identify future hiring needs

Act as a consultant to new hires and help them onboard.

Ensure with the team members performance and train them on their set-backs as per company's requirement.

Maintain performance records of the team and prepare & submit evaluation reports to the management.

Qualification
M.B.A (HR) preferred

(or) Any U.G/P.G with 65% aggregate (2019 and later passed outs eligible)

Experience
1-4 year experience as HR Executive

Skills
Solid verbal and written communication skills

Familiarity with Applicant Tracking Systems and resume databases

Good understanding of full-cycle recruiting

Employment Type
Full-time, Contract to Hire (C2H)

Mode of Employment
Work from Office / Hybrid model

Duration of employment
1 year minimum

Office Location
Andhra Pradesh, Telangana

Working Hours
09:30 AM – 06:30 PM

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Experience with MS Office

Gender
Male / Female

No. of vacancies
01

Essentials
Laptop / Desktop with internet connectivity is mandatory

Smart phone for office number

Job Benefits
Mobile & Internet allowance

Team incentives based on team performance

Appraisal’s & Hikes for every 06 months