



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**

2nd Floor, NSL Centrum building  
(Brand factory), Road No:1, KPHB,  
Hyderabad

### **Working Hours**

09:30 AM – 06:30 PM

### **Drop your profile here**

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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