

<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

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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