CAREER CRAFT MANAGEMENT

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

Hiring organization
CAREER CRAFT MANAGEMENT

Management Trainee / HR Assistant

Responsibilities
Completing all assigned tasks and assisting with day-to-day operations.

Observing and learning from experienced staff members.

Gaining knowledge of company policies, protocols, and processes.

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

Screen incoming resumes and application forms

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

Send job offer emails and answer queries about compensation and benefits

Act as a consultant to new hires and help them onboard

Participating in meetings, workshops, and other learning opportunities.

Qualification
M.B.A preferred

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

Experience
0 – 11 months experience

Skills
Solid verbal and written communication skills

Good understanding of full-cycle recruiting

Experience with MS Office

Gender
Male / Female

No. of vacancies
04

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

Mode of employment
Work from Office / Hybrid model

Duration of employment
1 year minimum

Job Location
Andhra Pradesh, Telangana

Working Hours
09:30 AM – 06:30 PM

Drop your profile here
Apply now

Essentials
Laptop / Desktop with internet connectivity is mandatory

Smart phone for office number

Job Benefits
On- Job Training (OJT) for 3 months with stipend

Hybrid option in OJT period

Decent package will be offered after training (Based on the performance in OJT)

Mobile & Internet allowance

Team incentives based on team performance

Appraisal's & Hikes for every 06 months