



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**

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

### **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