

<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