

WORK VAPOR

Job Link: <https://workvapor.in/jobs/class-coordinator-hr-executive-%e2%82%b95000-remote-work/>

HIRING ORGANIZATION

Classic Learn

EMPLOYMENT TYPE

Full-time

JOB LOCATION

? Remote work from: India

CLASS COORDINATOR & HR EXECUTIVE – ?5,000 – REMOTE WORK

BASE SALARY

INR 5000 - INR 9976

DESCRIPTION

Class Coordinator & HR Executive – ?5,000 Monthly – Remote Work

Company: Classic Learn

Position: Class Coordinator & HR Executive

Location: Remote

Salary: ?5,000 per month

Employment Type: Full Time

Work Platform: Google Meet

Classic Learn is hiring a Class Coordinator and HR Executive. The position involves online class coordination, student support, and recruitment activities.

Contact: +91 7983020261

Working Schedule

- Tuesday to Sunday.
- 11:00 AM to 8:00 PM.
- Monday is the weekly off.
- Day shift.

Class Coordination Responsibilities

- Schedule and manage live online classes.
- Coordinate with students and trainers.
- Manage class timings and attendance.
- Send class reminders.
- Follow up with students.

- Resolve basic student queries.
- Provide administrative support.
- Maintain attendance records.
- Prepare daily class reports.

HR Responsibilities

- Screen resumes.
- Shortlist suitable candidates.
- Schedule interviews.
- Coordinate interviews with applicants.
- Communicate through WhatsApp, phone, and email.
- Maintain candidate records.
- Maintain recruitment data.
- Assist with employee onboarding.
- Support documentation activities.

Eligibility Criteria

- Bachelor's degree in any discipline.
- Freshers can apply.
- Experienced candidates can apply.
- Good communication skills in English and Hindi.
- Basic knowledge of Google Meet.
- Basic knowledge of Google Sheets.
- Basic knowledge of MS Excel and MS Office.
- Strong coordination skills.
- Good organizational skills.
- Good time management skills.

Technical Requirements

- Laptop or desktop is mandatory.
- Stable Wi-Fi or broadband connection is mandatory.
- Quiet workspace is required.
- Comfortable using online collaboration tools.
- Power backup at home is preferred.
- Ability to work independently from home.

Salary and Benefits

- Salary: ₹5,000 per month.
- Work from home.
- Experience in education and HR.
- Career growth opportunities.
- Performance-based incentives may be offered.

How to Apply

Interested candidates can share their updated resume through WhatsApp.

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Only shortlisted candidates will be contacted.