WORK VAPOR

Job Link: https://workvapor.in/jobs/hr-recruiter-executive-recruitment/

HR RECRUITER EXECUTIVE (RECRUITMENT)

BASE SALARY

INR 20000 - INR 30000

DESCRIPTION

Job Role: HR Recruiter Executive (Recruitment) – Work from Home

Company Details

Company: Ayka Communication
Work Mode: Remote / Work from Home
Hiring Office: Ranchi, Jharkhand
Experience: Minimum 2 years in HR or Recruitment
Salary: Up to ?3 LPA
Openings: 100
Employment Type: Full-time, Permanent
Industry: HR, Recruitment and Staffing
Education: Bachelor's degree in HR, Business Administration, or a related field

HR Contact Details

Contact Person: Anusha
Phone: 7903560282

Ayka Communication is hiring an HR Recruiter Executive for its recruitment team. This is a work-from-home position. Candidates must have at least 2 years of experience in HR or recruitment.

The selected candidate will handle hiring for clients and the company. The work also includes setting up interviews, talking to candidates, and helping with other HR tasks.

Key Responsibilities

HIRING ORGANIZATION

Ayka Communication

EMPLOYMENT TYPE

Full-time

JOB LOCATION

? Remote work from: India

Recruitment Activities

- Find and select suitable candidates for different positions.
- Check candidate profiles and shortlist suitable applicants.
- Schedule interviews and share interview details with candidates.
- Talk to clients about interview timings and candidate feedback.
- Manage the hiring process from start to the final offer.

Internal HR Work

- Take final-round interviews for the company’s hiring needs.
- Help new employees complete the joining process.
- Maintain employee details and records.
- Help prepare and follow HR rules and policies.

Required Skills & Experience

- At least 2 years of experience in HR or recruitment.
- Good knowledge of interview scheduling and calendar management.
- Experience in taking interviews is preferred.
- Good speaking and writing skills.
- Good time management and planning skills.
- Ability to handle multiple tasks.
- Careful handling of employee and company information.
- Basic knowledge of scheduling tools and Applicant Tracking Systems (ATS).

Training & Payment

- 45 days of software training will be provided.
- Candidates will receive ?20,000 after successfully completing the certification process.

Other Requirements

- A personal computer or laptop is required.
- A mobile phone is required.
- A stable broadband internet connection is required.
- Interviews will be held online.