

WORK VAPOR

Job Link: <https://workvapor.in/jobs/hr-recruitment-executive-non-it/>

HIRING ORGANIZATION

Helionext

EMPLOYMENT TYPE

Full-time

JOB LOCATION

India

? Remote work from: India

DATE POSTED

? March 18, 2026

HR RECRUITMENT EXECUTIVE NON-IT

BASE SALARY

INR 275000 - INR 325000

DESCRIPTION

Location: Gurgaon, Haryana (Hybrid work mode)

Job Type: Full-time, Permanent

Salary: ?2.75 – ?3.25 Lacs per annum

Contact: Email – PDeshkar@valerionhealth.in | Phone – 9294675985 / 9172780989

We are hiring an experienced Talent Acquisition Executive for in-house non-IT recruitment. You will manage end-to-end recruitment processes and ensure timely hiring across departments.

Key Responsibilities

- Handle full-cycle recruitment for non-IT roles
- Source candidates through portals like Naukri, Indeed, LinkedIn, etc.
- Conduct interviews, evaluate candidates, and manage selection process
- Negotiate salary and onboarding terms with candidates
- Maintain recruitment records and support HR processes

Requirements

- 1+ years of experience in non-IT recruitment
- Excellent written and verbal communication skills
- Strong negotiation skills and understanding of recruitment processes

- Own laptop and stable Wi-Fi for hybrid work

Work Benefits & Schedule

- 5-day work week (Monday – Friday)
- Hybrid work mode (mix of office & remote)
- Opportunity to work with a consultative HR and analytics-driven organization

How to Apply

Send your CV to: PDeshkar@valerionhealth.in

Or contact via WhatsApp / call: 9294675985 / 9172780989

You can send your application to the given email/phone.