WORK VAPOR

Job Link: https://workvapor.in/jobs/human-resource-executive-recruitment-remote-%e2%82%b93-5-lpa/

HUMAN RESOURCE EXECUTIVE (RECRUITMENT) – REMOTE, ?3.5 LPA

BASE SALARY

INR 20000 - INR 35000

DESCRIPTION

Human Resource Executive (Recruitment)

Ayka Communication Pvt Ltd is hiring HR Executives for recruitment and human resources work. The position is remote and full-time. The hiring office is in Ranchi.

Experience: 1 to 6 years

Salary: ?2 to ?3.5 Lacs per annum

Work Mode: Remote / Work From Home

Hiring Office: Ranchi

Contact: +91 8999613207

The work includes client recruitment and internal HR activities. Candidates will manage hiring tasks and support employee processes.

Key Responsibilities

- Manage end-to-end recruitment for clients.
- Source and screen suitable candidates.
- Schedule interviews and manage interview calendars.
- Coordinate interview timings with candidates.
- Communicate with clients about interview schedules and feedback.
- Conduct final-round interviews for internal hiring.
- Support employee onboarding activities.
- Maintain employee records.

HIRING ORGANIZATION

Ayka Communication Pvt Ltd

EMPLOYMENT TYPE

Full-time

DATE POSTED

? September 19, 2026

JOB LOCATION

? Remote work from: India

- Assist with HR policies and procedures.
- Handle confidential employee information.
- Use applicant tracking systems and scheduling software.
- Manage multiple recruitment tasks within deadlines.

Requirements

- Minimum 2 years of recruitment or HR experience.
- Experience in interview scheduling is required.
- Calendar management experience is preferred.
- Interviewing experience is preferred.
- Strong organizational and time management skills.
- Good written and verbal communication skills.
- Strong attention to detail.
- Ability to handle confidential information.
- Knowledge of ATS and scheduling software.
- Bachelor’s degree in HR, Business Administration, or related field.
- Personal computer or laptop is mandatory.
- Mobile phone and stable broadband internet are required.

Training and Compensation

A 45-day on-the-job software training program will be provided. Candidates will receive ?20,000 after successful completion of the certification process.

Interested candidates can contact HR for further details. Contact: +91 8999613207 or +91 7903560282