WORK VAPOR

Job Link: https://workvapor.in/jobs/job-application-specialist-recruitment-coordinator-380581/

JOB APPLICATION SPECIALIST / RECRUITMENT COORDINATOR

BASE SALARY

INR 8000 - INR 20000

DESCRIPTION

Job Application Specialist / Recruitment Coordinator

Company: JobPilot.AI

Work Mode: Remote

Job Type: Full-Time / Part-Time

Salary: ?8,000 – ?20,000 per month

Contact Email: jobpilot571@gmail.com

Contact Number: +91 9912918209

JobPilot is hiring Job Application Specialists and Recruitment Coordinators. This is a remote opening with flexible hours. The work is suitable for candidates who can manage job applications and follow-ups with care.

The role focuses on applying to jobs for students across multiple platforms. These include LinkedIn Indeed Dice Jobright and company career pages. You will also customize resumes based on job descriptions.

You will track applications and keep records updated. You will also coordinate with students and recruiters. The role includes checking interview schedules and following up on application progress.

Responsibilities

HIRING ORGANIZATION

JobPilot.AI

EMPLOYMENT TYPE

Part-time

JOB LOCATION

Goa, India

? Remote work from: India

- Apply to jobs on behalf of students
- Customize resumes as per job descriptions
- Track applications and maintain records
- Coordinate with students and recruiters
- Monitor interview schedules
- Follow up on application status
- Meet daily application targets

The company is looking for candidates with strong communication skills. Basic understanding of the US job market is important. Experience with LinkedIn Indeed Dice Jobright or similar platforms will be helpful.

The role needs someone who is organized and detail-oriented. You should be able to work independently and meet daily goals. Recruitment or talent acquisition experience will be useful, but the post also suits candidates who are ready to learn.

Requirements

- Strong communication skills
- Basic understanding of the US job market
- Experience with job portals is a plus
- Detail-oriented approach
- Good organization skills
- Ability to work independently
- Ability to meet daily targets

JobPilot helps OPT STEM OPT H1B GC-EAD and USC candidates get interviews through high-volume applications and resume customization. The role is remote and offers flexible scheduling.

What the Company Offers

- Remote work
- Flexible hours
- Competitive salary
- Performance incentives

Interested candidates can send their resume by email or contact the number below.

Contact Details

- Email: jobpilot571@gmail.com
- WhatsApp / Phone: +91 9912918209