

WORK VAPOR

Job Link: <https://workvapor.in/jobs/non-it-recruiter-kolkata-372069/>

HIRING ORGANIZATION

Human Before Resource Private Limited

EMPLOYMENT TYPE

Full-time

JOB LOCATION

700001, Kolkata, West Bengal, India

NON IT RECRUITER KOLKATA

BASE SALARY

INR 13000 - INR 15000

DESCRIPTION

Non IT Recruiter (Full Time Onsite)

Start your recruitment career with Human Before Resource Private Limited. Freshers and experienced candidates can apply. The company provides training and career growth opportunities.

This is an onsite position in **Kolkata, West Bengal**. Female candidates are preferred for this role.

Contact Details

Call/WhatsApp: +91 9007152578

Call/WhatsApp: +91 8620034086

Call/WhatsApp: +91 9674757948

Job Details

- Position: Non IT Recruiter
- Company: Human Before Resource Private Limited
- Job Type: Full Time
- Employment Type: Permanent
- Work Mode: Onsite
- Location: Kolkata, West Bengal
- Experience: 1 to 5 Years
- Freshers can also apply
- Openings: 10
- Preferred Candidates: Female

Salary Details

- Freshers: ₹13,000 to ₹15,000 In Hand per month plus benefits and incentives.
- Experienced Candidates: 10% to 25% hike on the last CTC.

About the Position

You will help source and hire suitable candidates for different job openings. You will work closely with recruiters and hiring managers throughout the recruitment process.

This role is a good opportunity for candidates who want to build a career in HR and recruitment. The company offers training and mentoring to help you grow.

Key Responsibilities

- Understand client hiring requirements.
- Source candidates through job portals and LinkedIn.
- Screen resumes and conduct initial interviews.
- Schedule interviews with hiring managers.
- Follow up with candidates.
- Build a strong talent pipeline.
- Learn recruitment tools and ATS.
- Maintain recruitment records.

Required Qualifications

- Graduation is not mandatory.
- B.Tech, BE and MCA candidates are not eligible.
- Good English and Hindi communication skills.
- Basic computer knowledge.
- Good interpersonal skills.
- Target oriented approach.
- Willingness to learn.

Benefits

- Expert recruitment training.
- Career growth opportunities.
- Mentorship and support.
- Friendly work environment.
- Opportunity to work with international clients.

How to Apply

Call or WhatsApp the recruitment team at **+91 9007152578**, **+91 8620034086**, or **+91 9674757948**.