

WORK VAPOR

Job Link: <https://workvapor.in/jobs/remote-hr-executive-internal-hiring/>

HIRING ORGANIZATION

Bright Vision Technologies

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

India

? Remote work from: India

DATE POSTED

? March 21, 2026

REMOTE HR EXECUTIVE INTERNAL HIRING

DESCRIPTION

Work mode: Remote (Work From Home)

Job Type: Full-Time

Experience: 1–3 years in recruitment or talent acquisition

Contact: hilda@bvteck.com

Website: www.bvteck.com

We are seeking an HR Executive – Internal Hiring to manage the complete recruitment process for internal job openings. The role involves sourcing, screening, coordinating interviews, and maintaining a talent pipeline while ensuring a positive candidate experience.

Key Responsibilities & Role Details

- Manage end-to-end recruitment for internal positions
- Create job descriptions and post openings on job portals and internal platforms
- Source candidates through job portals, social media, and referrals
- Screen resumes and shortlist candidates
- Schedule and coordinate interviews with hiring managers
- Maintain regular communication with candidates throughout the process
- Assist in salary negotiation and offer rollout
- Track recruitment metrics and maintain recruitment databases
- Ensure proper documentation of all hiring activities

Eligibility & Skills Required

- Bachelor's degree in HR, Business Administration, or related field
- MBA/PGDM in HR (preferred)
- 1–3 years of experience in recruitment or talent acquisition
- Strong communication and interpersonal skills
- Familiarity with job portals (LinkedIn, Naukri, etc.)
- Strong coordination, multitasking, and organizational skills

Preferred Attributes

- Experience in internal or corporate hiring

- Strong networking skills
- Ability to work in a fast-paced environment

Perks & Benefits

- Work from Home
- Career growth opportunities
- Exposure to a dynamic and innovative work environment

How to Apply

Send your resume to hilda@bvteck.com for immediate consideration.