

WORK VAPOR

Job Link: <https://workvapor.in/jobs/remote-non-it-recruiter-data-entry-390110/>

HIRING ORGANIZATION

CTDI

EMPLOYMENT TYPE

Contractor

JOB LOCATION

? Remote work from: India

REMOTE NON IT RECRUITER, DATA ENTRY

BASE SALARY

INR 50000 - INR 100000

DESCRIPTION

Recruiter Non IT

CTDI is hiring Non IT Recruiters through Talent Corner HR Services. This is a remote opportunity. The role is available for full-time and freelance candidates. The hiring office is in Mumbai.

Contact Details

Contact Number: +91 9391079213

Email: talentcorner.neelimav@gmail.com

Job Description

The company is looking for recruiters with 6 months to 2 years of experience. You will shortlist candidate profiles from Naukri. You will call candidates and check their experience. You will schedule interviews and follow up with candidates until the interview.

You will maintain candidate records in Excel and Word. You should understand client requirements and filter suitable profiles. A working laptop and internet connection are mandatory.

Salary

- ₹50,000 to ₹1,00,000 per annum
- Salary depends on experience

Requirements

- 6 months to 2 years of experience

- Good English communication
- Good Hindi communication
- Knowledge of Excel
- Knowledge of MS Word
- Good data entry skills
- Candidate sourcing skills
- Resume screening experience
- Working laptop is mandatory
- Stable internet connection is mandatory
- Willingness to learn
- Patience and discipline

Employment Details

- Role: Non IT Recruiter
- Employment Type: Full Time, Permanent
- Department: Human Resources
- Role Category: Recruitment & Talent Acquisition
- Industry Type: Hardware & Networking
- Education: Any Graduate
- Location: Remote
- Hiring Office: Mumbai

Key Skills

- Interview Coordination
- Communication Skills
- Calling
- Screening Resumes
- Data Entry
- English
- Candidate Sourcing
- Sourcing
- Hindi

About the Company

Talent Corner HR Services is a recruitment and HR solutions company. The company has been helping organizations hire talent since 2002. It works with businesses across multiple industries and connects professionals with career opportunities.

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