

WORK VAPOR

Job Link: <https://workvapor.in/jobs/talent-acquisition-assistant-home-based-work-apply-with-resume-394859/>

HIRING ORGANIZATION

Export Company

EMPLOYMENT TYPE

Full-time

JOB LOCATION

? Remote work from: India

TALENT ACQUISITION ASSISTANT – HOME-BASED WORK – APPLY WITH RESUME

DESCRIPTION

HR Assistant – Work From Home | Full-Time Recruitment Opportunity

Company: Export Company

Hiring Through: A K Recruitments

Position: HR Assistant

Location: Remote (Hiring Office: Varanasi)

Job Type: Full-Time

Salary: Not Disclosed

Contact: +91 8700445729

An Export Company is hiring **HR Assistants** for a work from home opportunity. Freshers and candidates with up to 2 years of experience can apply. Shortlisted candidates will be contacted for the next stage of the recruitment process.

Job Responsibilities

- Support recruitment activities
- Screen candidate profiles
- Coordinate with applicants
- Maintain recruitment records
- Assist with hiring-related tasks
- Complete assigned HR activities

Eligibility

- Any Graduate can apply
- Freshers are welcome
- Up to 2 years of experience

- Good communication skills
- Interest in recruitment and talent acquisition

Required Skills

- Talent acquisition
- Recruitment support
- Communication skills
- Candidate coordination
- Basic HR knowledge

Benefits

- Work from home
- Full-time opportunity
- Experience in recruitment
- Career growth in HR

How to Apply

Send your updated CV or resume through WhatsApp.

Contact: +91 8700445729