

WORK VAPOR

Job Link: <https://workvapor.in/jobs/talent-acquisition-executive-hr-hiring-it-and-non-it-department/>

HIRING ORGANIZATION

Evoke HR Solutions Pvt. Ltd.

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

? Remote work from: India

DATE POSTED

? April 8, 2026

TALENT ACQUISITION EXECUTIVE – HR HIRING IT AND NON-IT DEPARTMENT

BASE SALARY

INR 18000 - INR 20000

DESCRIPTION

HR Recruiter – Candidate Screening Support

Work From Home | Anywhere in India | Full-Time | 1+ Year Experience | Any Graduate

For quick details, contact directly:

Email: hr@evokehr.com

WhatsApp: 9737152888

About the Role

This role is for someone who likes **hiring work** and talking to candidates. You will help find the right people for **IT and non-IT openings**. Good communication, simple teamwork, and careful follow-up are important here.

Key Responsibilities

- Screen and talk with candidates for **IT and non-IT roles**
- Coordinate **interviews and follow-ups**
- Maintain **candidate records and documents**
- Support the HR team in **recruitment work**
- Keep communication clear and polite with applicants

Skills Needed

- Good **communication skills**
- Polite and clear way of talking

- Willingness to **learn and work in a team**
- Basic knowledge of **recruitment process**
- Organized approach and attention to **details**

Work Setup

This is a simple **work from home HR role**. It is a good option for people who want to grow in **recruitment** and handle candidate coordination from home.

How to Apply

Interested candidates can send their resume by:

Email: hr@evokehr.com

WhatsApp: **9737152888**