

WORK VAPOR

Job Link: <https://workvapor.in/jobs/work-from-home-application-executive-374258/>

HIRING ORGANIZATION

Careerist.pro

EMPLOYMENT TYPE

Full-time

JOB LOCATION

? Remote work from: India

WORK FROM HOME | APPLICATION EXECUTIVE

BASE SALARY

INR 8000 - INR 10000

DESCRIPTION

Job Application Executive

Company: Careerist.pro

Work Type: Remote

Employment Type: Full-time

Working Days: Monday to Saturday

Working Hours: 10:00 AM – 7:00 PM

Salary: ?8,000 – ?10,000 per month

Contact Email: karishma@careerist.pro

Careerist.pro is hiring Job Application Executives for a work from home role. Freshers are welcome to apply. This role is ideal for candidates who want to build a career in HR and recruitment.

You will support clients during their job search process. You will research job opportunities and manage job applications. Good internet research skills and attention to detail are important.

Responsibilities

- Apply for jobs on behalf of clients.
- Research recruiters and hiring managers.
- Find recruiter email IDs.
- Maintain job application records.
- Update application trackers.
- Source suitable job opportunities.
- Support LinkedIn outreach.

- Coordinate with managers.
- Prepare daily reports.
- Handle assigned tasks.

Eligibility

- Any graduate can apply.
- Final-year students can apply.
- Freshers are welcome.
- HR or Management background preferred.
- Good English communication skills.
- Good internet research skills.
- Basic MS Excel or Google Sheets knowledge.
- Familiarity with LinkedIn and job portals.
- Good attention to detail.

What You Will Learn

- HR operations.
- Recruitment process.
- Talent sourcing.
- LinkedIn research.
- Corporate communication.
- Job search management.

Salary & Benefits

- ₹8,000 – ₹10,000 per month.
- Complete work from home.
- Learning-focused environment.
- Practical HR experience.
- Career growth opportunities.

Interested candidates can send their updated resume by email.

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