

WORK VAPOR

Job Link: <https://workvapor.in/jobs/work-from-home-non-it-recruiter-376991/>

HIRING ORGANIZATION

Virtue Placement

EMPLOYMENT TYPE

Volunteer

JOB LOCATION

? Remote work from: India

WORK FROM HOME NON IT RECRUITER

BASE SALARY

INR 8000 - INR 15000

DESCRIPTION

HR Recruiter | Work From Home | Non IT Recruiter

Virtue Placement is hiring for an **HR Recruiter**. This is a **remote full-time permanent** opening. The work is for **non-IT recruitment** and the hiring office is in Jaipur.

This is an end-to-end hiring support role. You will work on sourcing, screening, interview coordination, and onboarding support.

Contact Details

- **HR Anshul:** +91 9257030238
- **HR Rimmy:** +91 9257030239
- **WhatsApp Resume:** +91 9001000060
- **Email:** virtuehrjobs@gmail.com

Key Responsibilities

- Source candidates from job portals, social media, and referrals
- Screen resumes and conduct first-level interviews
- Coordinate with internal teams for hiring needs
- Manage job postings, interview scheduling, and follow-ups
- Draft and update job descriptions as needed
- Maintain good candidate communication
- Support a smooth onboarding process
- Stay updated on recruitment trends and practices

Required Skills

- Non IT recruitment
- HR and talent acquisition

- Sourcing profiles
- Bulk hiring
- BPO hiring
- Lateral hiring
- Interview coordination
- Shortlisting
- Joining formalities
- Good communication skills
- MS Office knowledge
- Recruitment software use

Eligibility

- Minimum 6 months of recruitment experience
- Preference for BPO and KPO recruitment experience
- Must be self-motivated
- Must be target oriented
- Should be able to work independently from home
- Team player attitude is needed
- Laptop and Wi-Fi connection are mandatory

Salary Details

- Experience-based salary: **₹8,000 to ₹15,000**
- Salary is linked with **6 to 10 joining in the same month**
- Incentives: **up to ₹10,000**
- Monthly incentive and performance bonus are available

Working Schedule

- 5.5 days working
- Sunday fixed off
- Remote work setup
- 15 days training period will be unpaid
- 3 months probation period is mandatory

How to Apply

Send your resume through WhatsApp or email.

- **Call HR Anshul:** +91 9257030238
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- **WhatsApp Resume:** +91 9001000060
- **Email:** virtuehrjobs@gmail.com

Only applications sent to the above email will be considered.

Job Details

- **Role:** Non IT Recruiter
- **Industry Type:** Recruitment / Staffing
- **Department:** Human Resources
- **Employment Type:** Full Time, Permanent
- **Role Category:** Recruitment & Talent Acquisition

Education

- UG: Any Graduate
- PG: Any Postgraduate