



<http://suproinfo.com/%page%/hr-executive/>

HR Executive

Responsibilities

Sourcing, screen & Shortlisting / matching candidates to jobs.

Screen the applicants thoroughly to ensure a match.

Arrange Interviews and working till Closure!

Update Candidate Tracker Sheet

Sourcing relevant profiles for hiring requirements of clients across levels, functions, locations

Handling end to end recruitment process

Client interaction

Sourcing thru job portals, job postings, bulk mailing, linked, etc.

Target Oriented

Scheduling interviews & follow up with the candidate until he/she on board the organization

Candidates should have basic knowledge of computer.

Qualifications

Graduation Must be Completed.

Email and Verbal good Communication.

Contacts

Manager:- Shailesh Bhalani

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Employment Type

Full Time

Industry

Staffing & Recruitment

Job Location

Surat

Working Hours

Mon-Fri / 10 AM to 7 PM

Sat- 10 AM to 3 PM

Base Salary

? 7000 - ? 10000

Date posted

August 24, 2018