

Ref. No : AF/HRE/2022/JD/01

Detailed Job Description

Job title : **HR Executive**
Salary : Industry par CTC
Hours : Full time
Location : Vidyaranyapura office, Bangalore.

Purpose of the position

To ensure that an organization has the right skills, abilities, and knowledge to implement its strategy.

Job Description

HR Executive:

- Sourcing,Screening ,Shortlisting profiles through various job portals.
- Interview applicants about their experience, education and skills
- Oversee recruitment and hiring process
- Plan and coordinate the workforce to best use employees' talent
- Direct disciplinary procedures
- Consult with employers to identify needs and preferred qualifications
- Contact references and perform background checks
- Inform applicants about job details such as benefits and conditions
- Conduct and plan new employee orientations,monthly events.
- Process paperwork

Academic & trades qualifications

UG – Any Graduate.

Experience:-

2 years to 4 years of experience into HR role.