



HR Recruiter

- Hiring Quality Candidates, Screening, Verify, Confirmation, Joining etc.
- Basic Computer Knowledge (MS-Office)
- Own Laptop & Smartphone with Internet
- Job Portal Knowledge
- Browser Knowledge (Internet Surfing) and Qualifications Graduate, MBA with Experiences
- Self Sources
- Field Hiring Knowledge
- Training Knowledge, Salary Structure Knowledge, offer letter
- Smart & Hard Worker
- Good Communication (English, Hindi web)
- Age 22 to 30
- Job Location - Lucknow Remote Field Work (Within the area covered from 100km to 200km)
- Job Time - 10 AM to 7 PM
- Sunday Fixed Off
- Fresher & Experienced Both
- Fresher Salary - UPTO 15000/- plus Performance Incentive
- Experienced Salary - 18,000 to 25000/- plus Performance Incentive
- Two weeks of practical training with working base calculation demonstration

APPLY NOW: -

https://docs.google.com/forms/d/e/1FAIpQLSfov5OO399NBkicjAl-L5W5rw1lcDtVnx62X1MKiIZpKiL6tw/viewform?usp=sf_link



Annexure – B

List of Mandatory Documents

All candidates for joining have to submit two self-attested photocopies of below mention documents at the time of Joining.

Joining Document – Check List

Documents Valid for Photo ID Proof (Any One)

- 1) Driving License. 2) Passport. 3) Pan Card. 4) Voter's ID Card

Documents Valid for Address Proof (Any One)

- 1) Driving License. (Permanent or Learner)
2) Passport 3) Ration Card. 4) Voter's ID Card. 5) Domicile Certificate.
6) Pan Card Acknowledgement Letter. 7) Latest Electricity / Water Bill (Not Greater than 3 months old)
8) Latest Telephone Bill (MTNL/ BSNL) (Not Greater than 3 months old)
9) Banker Verification/ Updated Bank Pass Book (Nationalized Bank).
10) Rent Agreement Along with Owner's utility bill (Not Greater than 3 months old).

Documents Valid for Date of Birth Proof (Any One)

- 1) Matriculation Certificate/ 10th Mark Sheet 2) Pan Card 3) Passport

Education Certificates – Up to highest Qualification

- 1) 10th (Mark sheet & Certificate). 2) 10 + 2 (Mark sheet & Certificate) 3) Graduation all three-year Mark sheet & Degree.
4) Post Graduation all mark sheet & Degree.

Previous Employment/Experience Certificates

- 1) Relieving Letter 2) Experience Certificate 3) Accepted copy of Resignation
4) Salary Slip or Salary Certificate. 5) Appointment Letter 6) Copy of Identity Card

Photographs

- 1) Four Passport Size Photograph

All documents will be verified against originals, hence please ensure that you carry your original documents on the Joining date. *



Responsibilities:

- Source and screen candidates for various non-IT roles across industries
- Conduct initial phone screenings and schedule interviews with qualified candidates
- Build and maintain relationships with potential candidates and hiring managers
- Provide feedback to candidates throughout the hiring process
- Stay up-to-date on industry best practices and trends in recruitment
- Collaborate with other members of the recruitment team to achieve hiring goals

Requirements:

- Bachelor's degree in Human Resources or a related field
- 1+ years of experience in non-IT recruitment
- Strong understanding of the recruitment process
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Proficient in Microsoft Office Suite
- Experience with applicant tracking systems (ATS) is a plus