

Notice for Placement

Company :- **2R Consults | Arham Services**
Your Partner In Leadership Hiring

Position:- **HR Executive (Recruitment) and Sr. HR Executive (Recruitment).**

Website:- www.r2rconsults.com

Work Location:- **Vikhroli – Kailash Industrial Complex**

Job Description:

- Sourcing CV's from Social Networking Sites, Portal and references
- Screening of profiles
- Tele- interview with candidates
- Lining up interviews
- Applying techniques of Head hunting and Networking and mapping
- Lead generation
- Mass Mailing (Client and candidates)
- Negotiating and closing positions.
- Resume formatting
- Maintaining MIS and reports
- Job positing on portals
- Advertising positions on Networking sites

Key Skills

- Basic computing skills
- Cold calls
- Excellent Communication skills
- Analytical Skills
- Bold and Confident
- Learning Attitude
- Ability to work under pressure

Experience:

- Fresher's with excellent communication skills can apply. (Qualities: Learning attitude, Go-getter)
- 3 months experience would be added advantage (Recruitment)
- Sr. HR Executive – Minimum 3 years in recruitment.

Package offered: Based on experience.

Cont....

Interview Process:

1. Personal round of interview
2. Online Test
3. Selection/ Rejection
4. Offer
5. Joining.

Interested Candidates can send their resume on below mention email id at the earliest:-

Contact Person: - **Ruchir Avlani | CEO |**

Email id: - **ruchir@r2rconsults.com**

Contact no: - 022 66712805 - 09

New Corporate Office: C-208, Kailash Industrial Complex, Veer Savarkar Marg, Hiranandani Link Road, Vikhroli (W). Mumbai: 400 079.
