

Notice for Placement

Company Name ANMsoft Technologies Private Limited

Position:- 01 Nos. - HR Executive

Company Website:- <https://www.anmsoft.com/>

Work Location:- 4th floor, Building no. 5, Sector No-2, Millennium Business Park, Mahape, Navi Mumbai-400710

Company Background / About Company:

ANMsoft Technologies Pvt Ltd is a premier technology solutions, product & services provider with a focus on delivering world-class technology products to eTravel & Hospitality, E-Commerce, BFSI & eRetail industries.

Job Profile / Responsibilities:

“HR Executive” (60% Recruitment and 40% Generalist)

- Should be good in Recruitment.
- Will have work on profiles like Java, Dot net, Web designer, SEO, BDM, Graphic, Content Writer, BA etc...
- Screening and short-listing of suitable profiles from job portals, LinkedIn, and employee referrals
- Involved in the complete end to end recruitment cycle along with selection process.
- Conduct interviews on time-to-time basis along with proper feedback and update
- Handling post recruitment activities like Offer letter, Joining formalities, Induction etc...
- Creating, maintaining and updating the Master Search lists for the various functions also preparing attendance data and submit it to the accounts department for release of salary.
- Vendor management

Key Skills:

Hard worker, good communication skill, self-learner

- Willing and ability to learn and grasp new things.
- Problem solving skills.

Required Qualification: Any Graduate/ PG / Diploma in Human Resource Management

Experience: 0-2yrs

Other / Special Requirements: Must be familiar with Microsoft Word and Excel

Remuneration: Upto 2.5 Lacs P.A. (CTC) with Bond Clause 2 years agreement- terms
(If candidate leave our organization before 2yrs he will not get any experience or relieving letter by us)

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

Email id: - mahendra.pandey@anmsoft.com and hr@anmsoft.com

Contact Person: - Mahendra Pandey & Contact no 9869930554

Corporate Office:

4th floor, Building no. 5, Sector No-2, Millennium Business Park, Mahape, Navi Mumbai-400710