

## Notice for Placement

**Job opportunity for** Human Resource Management

**Company Name:-** Career Coach HR Solutions Pvt.Ltd.

**Position:-** Sr/Jr/HR Executives

**Company Website:-** [www.cchr.in](http://www.cchr.in) , <http://www.deltecs.com>,

**Work Location:-** Airoli-Navi Mumbai

**Company Background / About Company:** Career Coach HR Solutions Pvt.Ltd. is a Leading Executive Search Firm Catering to IT & non IT Sector Across India & abroad. We serve Middle & Senior Level Requirements .

**Our clients are all fortune 500 companies.**

**Job Profile / Responsibilities:**

End to End Recruitment

Sourcing Resumes through Job Portals & Social Networking Medias, Interviewing candidates & short listing them as per Job Description, Scheduling their Interviews & following up for all rounds of interviews.

Salary Negotiation & Reference Check, Rigorous Follow up & coordination with Clients & Candidates, After Joining taking their feedbacks regarding company & Work forwarding the same to respective clients, this helps for retention.

Once candidate completes one year with our organization we give you the practical knowledge of payroll, performance appraisals, Training & development which will help you to enhance & grow in your future career.

**Key Skills:** Very good Communication in English, Confidence, Aggressiveness, Positive Attitude & self Motivation.

**Required Qualification:** any graduate or Diploma in Human Resource Management

**Experience:** 0-4yrs

**Other / Special Requirements:** Remuneration:10000 to 15000 +incentives +performance bonus

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

Contact Person: - Mrs.Kavita Shetty Contact no: -**9930403391/9930369692**

Email id: - [kavita.career@gmail.com](mailto:kavita.career@gmail.com)/[kavita@cchr.in](mailto:kavita@cchr.in)

**Corporate Office:** Airoli, sector-7