

Notice for Placement

Job opportunity for Hr Executive

Company Name:- **Citizen Scales India Pvt Ltd.**

Position:- **HR Recruiter**

Company Website:- **www.citizenscales.com**

Work Location:- Andheri (Mumbai)

Company Background / About Company: Founded in 1985, Citizen

Scales (I) Pvt. Ltd as one of the leading manufacturers and exporters of Weighing balances and Equipments. Company employs nearly 190 professionals. Citizen also have product certifications like NTEP, OIML, EC type approval and CE ensure quality of our product and production process are according to international standards.

Job Profile / Responsibilities:

- Establishes recruiting requirements by studying organization plans and objectives; meeting with managers to discuss needs.
- Responsible for sourcing talented candidates, Attracts applicants by placing job advertisements; contacting recruiters, using newsgroups and job sites such as; Naukri, monster, Hot Vacancy, Placements, collages and Red hunting etc.
- Determines requirements by studying job description and job qualifications and find accurate and exact match according to skill sets, understanding technical skill requirement will be plus.
- Prepare and report to respective manger
- Determines applicant qualifications by interviewing applicants telephonic or personal; analyzing responses; verifying references; comparing qualifications to job requirements.
- Screening the profiles, based on requirement and scheduling them accordingly for an interview.
- Understanding various technical requirement from R&D, production and QA will be plus, should possess good general knowledge for the technical software's and skills required.
- Should possess an excellent track record in managing the entire life-cycle of the recruitment process, with an expertise in searching, sourcing, evaluating and selection of candidates

- Make frequent contact with potential candidates to attend the Interview.
- Accomplishes human resources and organization mission by completing related results as needed.

Key Skills: Good in communication & presentable

Required Qualification: Any graduate/ Diploma in Human Resource Management

Experience: 2 to 5 years

Other / Special Requirements: Good in excel, word, MS office etc.

Remuneration:

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

Contact Person: - Rajani Sheregar

Email id: - hr@citizenscales.com

Contact no: - 022 4243 7700 / 30

Corporate Office: Andheri