

## Notice for Placement

3<sup>rd</sup> Aug 2023.

**Company Name:** - Global Talent Search

**Position:** - Human Resources – Executive

**Company Website:** - <https://globaltalentsearch.in>

**Work Locations:** - Santacruz East

**Company Background / About Company:** 15 years in recruitment and HR outsourcing, labour laws consultation and HR automation.

Partners of Zoho, the HR software used by Fortune 500 companies.

Job Profile / Responsibilities: General HR (payroll/HRMS/recruitment/Appraisal etc)

Key Skills: Freshers with HR concepts clear and good excel knowledge preferably of basic formulas. Good communication, soft spoken, team person.

Selected smart working candidates will acquire good skills on all HR functions, HR Legal and Zoho automated system being used by Fortune 500 companies for ERP and HR.

**Required Qualification:** Graduate + PG PHRM / DHRM.

**Experience:** experience in other areas such as admin or earlier experience in HR preferred.

**Other / Special Requirements:** Knowledge of Excel will be added advantage.

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

**Contact Person:** - Guruprasad

**Email id:** [cv@globaltalentsearch.in](mailto:cv@globaltalentsearch.in)

**Contact no:** - 9820527586

**Corporate Office:** 219, Udyog Mandir, Pitambar Lane, Mahim Mumbai 400016.

Currently team is working from home with daily reporting system.

YouTube: <https://www.youtube.com/c/GlobalTalentSearch2005>