

28-01-2015.

Notice for Placement

Job opportunity for Human Resource Management

Company Name:	HIRING LIFE
Company Address(Place of interview):	THANE WEST
Job Title:	HR Recruiter
Number of Positions:	10
Job Description:	<ol style="list-style-type: none"> 1. Need to source candidates as per clients requirement. 2. Screen the candidates, shortlist them and schedule them for the interview. 3. Followup with the prospect candidates and close the rebuttals if any. 4. Support and complete the interview process of the candidate with the client. 5. Actively participate in Job Fairs and Seminars. 6. Provide Career Counseling to candidates. 7. Maintain complete details of the data accurately in the company CRM. 8. Build database by social networking over the phone and online as well.
Type of Experience:	Fresher/ Recruitment
No of yrs Experience:	0 – 4
Skills Required:	<ol style="list-style-type: none"> 1. Good Communication & conveying Skills. 2. Good in social networking and relation building. 3. Comfortable using Excel, word, sending emails, working on internet. 4. Hands on knowledge of Job Portals. 5. Only female are eligible.
Education Required:	Diploma in Human Resource Management
Shift Timings/Rotational, etc	10 am to 7 pm
Holidays	Sunday
Salary Range:	14,500.00
Interview timings	2pm – 5pm
Transport	We are located outside Thane West Station.

Target Start Date:	Training batch starts on 29 th Jan 2015
Form Filled By:	Hiten Sachdev

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

Contact Person: - Hiten Sachdev Email id: - Hiten.sachdev@hiringlife.com

Contact no: - +91 9320671550, 8652277717