

Notice for Placement

Company Name: - **HR Anexi Pvt Ltd**

Position: - **Research Associate/ Associate Consultant**

Company Website: - www.hranexi.com Work Location: - **Andheri West, Mumbai**

Company Background / About Company:

HR Anexi was founded on the premise that individuals and organizations can achieve extraordinary results when both are clear on what they want, discuss their objectives openly and take action together.

Everything that we do contributes to **Powering Organizations – Empowering People!**

We believe Informed, Engaged and Empowered people create a Powerful Organization.

Our mission is to ensure people development by unleashing their resourcefulness as people are the biggest assets creators for the organization.

Founded in 2007 by industry professionals, we bring a holistic approach to HR.

Presently working out of 4 locations, we are a single source for a breadth of effective HR solutions – Executive Search, Learning & Organisational Development, Psychometric Assessments, advisory and outsourcing (Build Operate and Run, Build Operate and Transfer). Our core areas of expertise are Leadership Excellence, Right People, Employee Engagement and Competency Matrix.

HR Anexi is a catalyst in activating change and achieving sustained transformations. We have exclusive global strategic alliances with US based Blessing White (www.blessingwhite.com), a global consulting and training firm and UK based PSYTECH International (www.psytech.co.uk), a leading developer of psychometric tests and assessment software.

Our Executive Search vertical brings in-depth industry know-how & experience, Search Experts work closely with clients and candidates to enable them to identify the best from the good. With a strong belief that 'It is not the Headcount BUT the Head that COUNTS' we successfully manage Talent Acquisition needs for both large conglomerates as well as SMEs. The business model encompasses Retained Search, Industry Mapping, Recruitment Process Outsourcing and Psychometric tools for Hiring.

Job Profile / Responsibilities:

- Primary tasks include sourcing, pre-screening, interviewing, qualifying, reference checking, salary negotiations with a wide range of technical skills and expertise.

- Conduct proper research on client business, industry, product and services, competition, culture, etc. to ensure that complete information is available about the client before start of the actual project
- Mapping and profiling of the candidates according to requirement of the client
- Screening and Short-listing profiles as per requirements at the initial level
- Identifying the potential candidates matching the clients' requirement
- Initial screening of the candidates - Communication check, Collecting details like relevant experience, current and expected compensation, education, notice period in the current organization
- Briefing the candidates about the job profile, salary package, organization, etc
- Forwarding the skilled resume to the client and arranging the interview schedule with the client & candidate
- Scheduling interviews, getting feedback from both client & Candidate after the interview
- Hand-holding client and candidate during negotiating stage
- Storing the employee data in data bank for future use
- Generate Monthly MIS reports on recruiting & sourcing and update the same
- Regular follow-up with the offered candidates, gauge candidate's interest and motivate till joining
- Raise Invoice when candidate joins.
- Closure & Invoicing , Collection / Follow up on Invoice
- Achieving TARGETS - monthly, QuarterlyYearly
- Enhancing the Relationship with the Existing Clients and Collecting requirements from them regularly
- Read on new HR Trends and discuss with colleagues
- Business Development - Initiating Mailer to prospective clients/Introducing PC to Prospective clients

Required Qualification: Diploma in Human Resource Management.

Experience: 1 to 3 Years' experience while pursuing Diploma

Remuneration: As per industry standards

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

Contact Person: - Darshana Agate

Email id: - darshana.agate@hranexi.com

Contact no: - 022 67401055

Corporate Office: 505/ 506, Kshitij, Veera Desai Road, Andheri West. Mumbai - 400053