

Notice for Placement

20th Sept 2024.

Job opportunity for Human Resource.

Company Name:- Motwane Manufacturing Company Private Limited

Position:- HR Executive

Company Website:- www.motwane.com

Work Location:- Mahape, Navi Mumbai

Company Background / About Company:

Motawne is very impressive 100 yrs. legacy. It has a very strong brand name in the electrical testing industry for the past 60 yrs., apart from that Motwane is a diversified business group in areas like security, electrical engineering, software, IOT and big data.

Job Profile / Responsibilities:

- Recruitment as per the requirement and JD received from the request raised by the department.
- Sourcing and screening the candidates from the various job portals.
- Scheduling the interviews as per the availability of the interviewer and the interviewee.
- Sharing the feedback to non-selected candidates. • Background verification of the selected candidates.
- Head Hunting, campus hiring etc.
- HR Documentation.
- Developing own network of suitable candidates
- Joining formality, exit formality, record keeping.
- Executing recruitment plans efficiently.
- Drafting and posting job descriptions.
- Interviewing candidates.
- Preparing job offers.
- Preparing the HR MIS and presenting the report whenever required by the superior.
- Employee joining Life cycle

Key Skills:

- Having the recruitment skills to get the right candidate.
- Highly effective communication skills.

- Strong interpersonal and relational skills.
- Strong analytical and critical thinking skills.
- Strong Negotiations skills

Required Qualification: PGP / Diploma in Human Resource Management.

Experience: Fresher's to 4 years of experience in recruitment, and talent acquisition.

Other / Special Requirements: Immediate Joiner if available

Remuneration: As per company (Based on experience and Knowledge)

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

Contact Person: - Namrata

Email id: - hrm@motwane.com/hr@informed-tech.com

Contact no: - 7021792504

Corporate Office:

Nirmal Building, 20th Floor, Nariman Point, Mumbai, Maharashtra 400021.