

Notice for Placement

Company Name:- **RealHR Pvt. Ltd.**

Position:- **HR Associate**

Company Website:- www.realhr.in

Work Location:- **Link Road, Andheri West.**

Company Background / About Company: RealHR is one of India's fastest growing recruitment solutions company. We deliver high quality recruitment and staffing services for all the levels of organizations. We are fortunate to have worked with clients from India's fastest growing sectors such as Banks, Financial Institutions, Insurance FMCG, IT, Retail and Pharmaceutical.

Job Profile / Responsibilities: Handle all levels of recruitment

- Posting of job on the job portals, websites, blogs and other discussion forums.
- Emailing and lining up the candidates for the interview with the company HR for face to face.
- Preparing MIS (candidate tracker) on daily basis. Screening resumes, short listing candidates, scheduling as well as coordinating interviews
- Follow-up with candidates for Post-Employment Reference Checks, Notice Period Negotiations, etc till joining.
- Using sourcing strategies like Referral generation, Direct Sourcing, Networking, Mass Mailing so as to reach out to a maximum qualified pool of candidates.

Required Qualification: Graduate / Diploma in Human Resource Management

Experience: preferred experience – 1-3 Yrs, Fresher's can apply.

Remuneration: Upto 3.6 Lakhs

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

Contact Person: - Sanam Bhatia

Email id: - sanam.bhatia@realhr.in

Contact no: -+91-9833742319

Corporate Office:

C-207, Crystal Plaza, Link Road, Opp. Infinity Mall, Andheri West. Mumbai – 400053