

Notice for Placement

10-Dec-2021

Job opportunity for Human Resource Management

Company Name:-**Resonance Digital LLP**

Position:-**HR Recruiter**

Company Website:-**<http://www.resonancedigital.in/>**

Work Location:-**Goregaon East**

Company Profile: Creative Technologies

Job Profile / Responsibilities:

- Filling positions within an organization.
- Designing and implementing recruiting systems for the organization.
- Developing your own network of suitable candidates.
- Handling of administration and record-keeping.
- Working with organizations to develop a recruitment plan.
- Executing recruitment plans efficiently.
- Drafting and posting job descriptions.
- Interviewing candidates.
- Preparing job offers.
- Networking with various institutions and social media.

Key Skills:

- Excellent communication skills.
- Proficient in Word (Excel, MS Word, Outlook).
- Excellent record keeping

Required Qualification:

- PG Program / Diploma in Human Resource Management / Graduate

Experience: 0 – 1

Other / Special Requirements:

- A minimum of 0- 1 years experience.

Remuneration:15000 - 25000

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

Contact Person: - RiddhiMakwana

Email id: - **recruiter@resonancedigital.in**

Contact no: - 9987687178

Corporate Office:

Resonance Digital LLP

Phone no.022-49186666

Address: F-802, Lotus Corporate Park, Off Western Express Highway, Goregaon East - 400063

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