

## Notice for Placement

23-Feb-24

Company Name:- **SAMARO GLOBAL INDUSTRIES PVT. LTD**

Position:- **Talent Acquisition & HR Operation Executive**

Company Website:- [www.samaro.in](http://www.samaro.in)

Work Location:- **Vile Parle East**

### **Company Background / About Company:**

### **Job Profile / Responsibilities:**

1. Co-ordinate with Hiring Managers to identify staffing needs and candidate selection criteria.
2. Source applicants through online channels, such as LinkedIn, Naukri, Shine & other professional Networks.
3. Compile list of most suitable candidates by assessing their CVs, portfolios & references.
4. Maintain records of all materials used for recruitment, including interview notes & related paperwork to share with Key stakeholders.
5. Work closely with Management on all diversity initiatives involving recruitment to ensure fairness in hiring practice.
6. Ensure proper on-boarding for new hires and the necessary paper work is completed promptly and accurately.
7. Conduct preliminary interviews with recruits to gauge interest, personality and salary requirements.

**Key Skills:** Communication skill, Learning Skill, Recruitment.

**Required Qualification:** Graduate with Diploma / PG / Certification in Human Resource Management.

**Experience:** 1-2 years

**Other / Special Requirements:**

**Remuneration:** 25000 – 30000 pm

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

Contact Person: - **MR. AJAY KUMAR**

Email id: - [hrhead@samaro.in](mailto:hrhead@samaro.in) ; [admin@samaro.in](mailto:admin@samaro.in)

Contact no: - **+91 22 69310600 / 606**

**Corporate Office:** 5<sup>th</sup> Floor, Vilco Centre, Opp. Garware, Subhash Road, Vile Parle (East), Mumbai – 400057.