

Notice for Placement

8 Dec 2021

Still what date the candidate can apply - Looking for Immediate Joiners.

Job opportunity for: Human Resource Management students.

Company Name: - **Swan Solutions & Services Pvt Ltd, Mumbai**

Position: - **HR Executive / HR Executive Trainee**

Company Website:- www.swansol.com

Work Location: - **Andheri (East), Mumbai**

Company Profile: Swan provides end-to-end Information Technology solutions for medium and large business enterprises (www.swansol.com). Swan is a 30-year-old company partnered with HP, Cisco, Microsoft, Ice warp, Fluid AI. Our big clients are SBI, SBI MF, ICICI etc.

Job Profile / Responsibilities:

- Work closely with Business Heads/Managers/Business HR to gain a comprehensive understanding of the company hiring needs for each position and meet competitive hiring goals and expectations.
- Screen resumes and prospects, qualify, interview, and manage candidates throughout interview process from prepping before interviews to assisting with final offer negotiation.
- Stay active with current job boards, social networks, and platforms to find talent, and plan, create, and release job descriptions and announcements.
- Maintain Employee Database.
- Administer new employee on-boarding and orientation.
- Handle all administrative tasks for on boarding, new hire orientation, and exit interviews, including entering data into HR information systems and auditing for accuracy and compliance
- Assist in the communication, interpretation, and upkeep of employee handbook, employee directory, and organizational chart, and contributes to the development of policies
- Performs other duties as assigned by Head Human Resource.

Key Skills:

- Excellent written and verbal communication skills.
- Ability to act with integrity, professionalism, and confidentiality.

- Basic knowledge/understanding of HR functions, HR best practices, regulatory changes, new technologies in human resources, talent management, Labour Law, and employment regulations will be an advantage.

Required Qualification: Any Graduate / Human Resource Management

Experience: Freshers / 0 – 1 years

Other / Special Requirements: N.A

Remuneration: CTC – Rs 2.50 LPA to 3.00 LPA

Initially selected candidates (Freshers) will be working on 03 months' Probation Period where the stipend amount will be Rs. 10K per month.

Pls note: Salary structures also depends on candidates 'overall education qualification, soft skills & their passion to make their career in Human Resources.

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

Contact Person: - Akshada Naik

Email id: - akshada.naik@swansol.com

Contact no: - 8451800676

Corporate Office: 404-405, T-Square, 4th Floor, Saki Vihar Road, Andheri (E), Mumbai 400072