

## Notice for Placement

### **Job opportunity for Human Resource Management**

Company Name:-**Swan Solutions PVT LTD**

Position:-**HR Trainee**

Company Website: -[www.swansol.com](http://www.swansol.com)

Work Location: -**Chandivali, Andheri (E)**

**Company Background / About Company:**Swan is a 33 years old company partnered with HP, Cisco, Microsoft, Ice warp, Fluid AI. Our big clients are SBI, SBI MF, ICICI etc.We are successful IT Infrastructure service provider, offering IT hardware and networking solutions to a large number of BFSI , PSU & SMB and Corporate houses on Servers, Blades, Peripherals, Networks & Cloud.

### **Key Skills Required:**

- Excellent written and verbal communication skills.
- Ability to act with integrity, professionalism & confidentiality.
- Basic knowledge/understanding of HR functions, HR best practices, regulatory changes, new technologies in Human Resources, talent management, Labour Laws, and employment regulations will be an advantage.

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

- Contacting candidates, following-up with candidates, and managing candidate pipeline.
- Scheduling interviews, briefing and debriefing candidates before and after interviews.
- Maintaining timely documentation of all conversations with candidates within our internal database.
- Assisting in generating leads from conversations with candidates.
- Presenting candidates to our management team applying high quality standards.
- Posting job descriptions on various job boards, and tracking posting status and results.
- Knowledge of or ability to understand technical terminology and concepts.

- Excellent written and oral communication skills a MUST.
- PC literate in Windows environment including MS Office and the internet.
- Self-confidence combined with openness to learning and applying new skills and concepts of IT Industry.

**Required Qualification :** Any Graduate / Diploma / PG in HRM

**Experience:** Fresher

**Remuneration:** Initially selected candidates will be working on 03 months' Probation Period where the stipend amount will be Rs. 10K pm. On Completion of Probation Period, the CTC will be Rs. 2.00 - Rs. 3.00 LPA.

Pls Note: Salary structure also depends on candidates' overall skills.

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

Contact Person: - Shruti Gaikwad

Email id: - [shruti.gaikwad@swansol.com](mailto:shruti.gaikwad@swansol.com)

Contact no: -7045931322

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