

Designation: Human Resource Executive

Experience- Fresher to 1 yr

Location- Pune

Job Description:

- Screen resumes and Schedule interviews with candidate.
- Assist in end to end recruitment.
- Helping in Employees engagement activities.
- Manage office administration activities.
- Compiling reports and spreadsheets and preparing spreadsheets.
- Excellent interpersonal skills.
- Scheduling job interviews and assisting in interview process.
- Preparing new employee files.
- Orienting new employees to the organization (setting up a designated log-in, workstation, email address, etc.)
- Must possess strong interpersonal skills.
- Must be organized, accurate, thorough, and able to monitor work for quality.
- Must be able to prioritize and plan work activities as to use time efficiently.
- Coordination of applicants, conduction of job interviews and preparation of following steps
- Assistance in the employee evaluation and processing of employees' issues
- Innovative ideas and suggestions