

## **Job Description**

**Role:** HR Operation Executive

**Location:** Mumbai Goregoan (East)

**Joining:** Immediate Basis

**Experience:** Minimum 2 to 3 years (And above)

**Functional Area:** Tracking processes for applicants and open positions, Interview assessment techniques & payroll Processing.

**Educational Qualification:** Any Graduate or MBA

### **Specific responsibilities:**

- To Handle end to end recruitment to meet client Requirements.
- Shortlist of candidate as per client requirments.
- Interviewing candidate for the required job role.
- Sending mass mails as per the requirements on portals.
- Screening of CVs through responses received through various job portals like Naukri, Monster, Times jobs, employee references & jobposting.
- Maintaining database with latest updates of each and every candidate.
- Handling HR Generalist activities with strong analytical and issues solving skills
- Taking care of joining & exit formalities.
- Maintained employees personal information
- Joining & Exit Formalities.
- Working on Salary Payroll Month on Month.

### **Requirements for HR Recruiter Job**

- Sound Judgement
- Good Communication Skill
- Expertise in various sourcing techniques.