

Job Description

Job Title: Human Resource Executive

Location: Mangalore

Overview: We are looking for a dynamic and proactive Human Resource Executive to join our team. In this role, you will be responsible for recruiting, sourcing candidates, conducting interviews, and managing employee engagement activities. You will play a key role in building and maintaining a strong workforce while supporting the organization's growth.

Key Responsibilities:

- Design and update job descriptions.
- Source potential candidates from various online channels (e.g., social media and professional platforms like Naukri, Indeed).
- Craft recruiting emails to attract passive candidates.
- Conduct interviews via phone, video, and in-person.
- Administer aptitude tests for candidates.
- Advertise job openings on the company's careers page, social media, job boards, and internally.
- Provide shortlists of qualified candidates to hiring managers.
- Schedule interviews based on the US time zones for various rounds.
- Monitor key HR metrics, including time-to-fill, time-to-hire, and source of hire.
- Participate in job fairs and host in-house recruitment events.
- Engage in employee engagement activities and team-building exercises.
- Maintain the employee database.

Required Qualifications:

- Solid verbal and written communication skills.
- Ability to make decisions independently.
- Sound technical knowledge.

Desired Skills:

- Strong organizational and multitasking abilities.
- Good interpersonal skills and the ability to engage with candidates and employees effectively.

Preferred Experience: Prior experience in human resources or recruitment is a plus.

Package:

- Basic Package: 16,000/- in Hand
- Apprenticeship program for a year

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