

Department	HUMAN RESOURCE MANAGEMENT	Applicability	Recruitment
Document Type	1 PAGE OVERVIEW		
Document Sub-Type	HR Trainee	Author	Team, HR

Introduction: You will be responsible for handling a variety of tasks related to Human Resource Management & Recruitment.

Candidate Profile:

1. Nine Hours Shift (Between 8:30 a.m. - 7:30 p.m.); Mon-Sat (2 Saturdays off), with 1 hour of break.
2. Computer Proficiency: Very Good required for:
 1. MS Office
 2. Internet Browsing
 3. Google Docs & Sheets (Preferred)
3. Qualification:
 1. Minimum Graduate.
 2. MBA (HR) Preferred.
 3. Computer & other certifications preferred.
4. Should either have prior experience in the recruitment process or must possess MBA (HR) degree.
5. Should possess excellent communication skills.
6. Detail Oriented Person.
7. Salary (In-hand): 8,000-13,000 per month (Plus Incentives).
8. No. of positions: 3

Task Profile:

1. Screening resumes.
2. Performing in-person and phone interviews with candidates.
3. Performing reference and background checks.
4. Coordinating interviews with the hiring managers
5. Following up on the interview process status
6. Maintaining relationships with both internal and external clients to ensure staffing goals are achieved.
7. Communicating employer information and benefits during the screening process.
8. Staying current on the company's organization structure, personnel policy, and federal and state laws regarding employment practices.
9. Serving as a liaison with area employment agencies, colleges, and industry associations.

Training:

- You will undergo a paid training for 2-3 months for being trained in various aspects of this profile.
- This training will consist of self-training, classroom training as well as on-job training.

This training will conclude after the completion of 2 months from the month of joining or maybe much earlier or later as well depending upon your in-training performance.

NOTE: This is a brief & may not be an exhaustive overview of the tasks. This list may be expanded or contracted with due intimation to the incumbent.

I have read & acknowledged the above mentioned Scope of Work – cum – Job Description document.

Name:

Sign:

Date