



ABOUT US

We are Candor Foodies. We are importers of confectioneries and are channel partners with Mondelez International for brands like Toblerone, Milka etc. for India. We have offices in Delhi, Mumbai and Dubai. We are a company with a turnover of 15 CR and a team of 35. We also have retail presence in 3 cities by the name of Fudge Grudge. We are expanding our operations and therefore looking to expand our team.

Job Description

NAME OF THE COMPANY	Candor Foodies
LOCATION	Khasra No. 619/6, Main Road Opposite classic marble, Chhatarpur. New Delhi 110074
WEBSITE	www.candorfoodies.com
LINKDLN	https://www.linkedin.com/company/candor-foodies/
POSITION REQUIRED	HR Intern
EXPERIENCE REQUIRED	Freshers
SALARY	8k-12k(performance based incentives)

JOB SUMMARY

Work with the Candor Foodies Human Resources team to learn and develop the skills necessary to become a human resources leader. Gain an understanding of the day-to-day operation of the organization and understand how the human resources function supports those goals. Demonstrate the company's core values of respect, honesty, integrity, diversity, inclusion and safety.

JOB RESPONSIBILITY

- Assist in organizing and coordinating our HR policies and procedures.
- Asses the employee information and training manuals, and update/ change if needed.
- Update and maintain our internal databases with new employee information, including contact details, availability, and necessary employment documentation.
- Analyze staffing platforms for efficiency. Look after end to end recruitment.
- Fine tune screening process
- Post, update and remove job ads from job boards, LinkedIn, Indeed, and social media
- Review and distribute company policies in digital forms and hard copies.
- Support managers with Monthly attendance and payroll

SKILL REQUIRED TO BE SUCCESSFUL IN THIS ROLE:

- Technical skills
- Excellent communication skills and Presentation skills.
- Excellent analytical skills
- Organizational skills
- Interpersonal skills
- Numerical skills

Job Description

NAMEOFTHECOMPANY	Candor Foodies
POSITIONREQUIRED	Business Development Executive
LOCATION	Khasra No. 619/6, Main Road Opposite classic marble, Chhatarpur. New Delhi 110074
WEBSITE	www.candorfoodies.com
SALARY	14K – 25K (Incentives will also be provided depending upon performance.)
LINKEDINPAGE	https://www.linkedin.com/company/candor-foodies/

JOB RESPONSIBILITY

- Actively work on fresh client acquisition.
- Ensuring expansion in new markets
- Represent the brand during all customer and prospect interactions.
- Maintain records of all sales and the places visited.
- Monitor the company's industry competitors, new products, and market conditions.
- Prepare and deliver appropriate presentations on products and services
- overseeing and developing new and existing clients
- conducting research and analyzing data to identify and define audiences
- devising and presenting ideas and strategies
- promotional activities
- organizing events and product exhibitions
- coordinating internal marketing and an organization's culture
- monitoring performance

SKILL REQUIRED TO BE SUCCESSFUL IN THIS ROLE:

- Technical skills to understand and propose products or solutions by focusing on the client's requirements
- Excellent communication skills and Presentation skills.
- Commercial awareness
- Excellent analytical skills
- Organizational skills
- Interpersonal skills
- Numerical skills
- Travelling

WHY WORK WITH US:

- Performance linked Incentives
- Timely increments
- Fun filled WORKPLACE
- Amazing development and learning opportunities

Thank you!