

Below is a brief write up of the position we are discussing

We are hiring interns and fresher candidates who will be absorbed for the role of Intern + HR Recruiter for our Placement Consultancy.

Training of 3 months will be provided by the company which will be a paid internship / training. At the time of training, a small stipend will be given to you which will be Rs. 6,000-8,000 per month. Those who will complete their training successfully will be absorbed. The training may end earlier if the recruiter is a quick learner and meets the hiring objective.

Salary offered after successful completion of training would be anything up to 4L per annum (2.4L Fixed + 1.6L Variable) depending on the performance at the time of internship/training. This is something that is optional for interns and is entirely their choice.

On successful achievement of your hiring targets every month you will be given incentives and your salary will also be increased accordingly from time to time.

It is a very good opportunity to learn and earn and develop yourself as an established HR Recruiter.

Location: Sector 63 and Sector 76, NOIDA.

Job Role:-

You will be required to speak to candidates on phone for recruitment purpose. You will explain them the job description and you will line them up for interviews in life insurance and health insurance companies all over India.

Nature of duty:-

1. Study the job description thoroughly and understand it properly.
2. Sourcing of Resumes exactly matching as per client's requirement, searching resumes through job Portal (naukri.com) and social sites (LinkedIn, Twitter etc.).

3. Short-listing, resume evaluation, and phone screening.
4. Do the initial screening of the Resumes.
5. Calling up candidates and explaining them the job details.
6. Taking initial interviews of candidates and screen them before scheduling them for face to face discussion.
7. You will be required to Line up the candidates for the interview as per the schedule.
8. Coordinating with the candidates on phone.

Basic competencies:

Excellent communication skills are required for this Job. The candidate should be able to speak English and Hindi fluently. If they know some regional language it will be an added advantage. Some basic knowledge of computer is also required like :- Emailing, MS-excel and MS-word etc.

We want sincere and hardworking candidates. No prior experience is required for this. We want students who are trainable who really want to learn and do recruitment and hiring for multinational companies.

We are looking for candidates who have chosen the career of recruitment. So that we are able to provide them a wonderful platform of learning and earning for their career path. We have very good incentive plans. Hiring is fun in our consultancy once you learn and acquire skills of recruitment.

Job is in a Placement consultancy doing hiring for Multinational Insurance Companies. The consultancy is supplying man power to all well-known insurance companies all over India.

