



C-301 Diamond World,
Mini Bazar, Varachha Road,
Surat, Gujarat, India.
PIN-395006

HR Recruitment Specialist

Job Purpose

->Recruit the people from all possible ways. ->create and Run refferal bonus programs. -.Call the potential candidates in order to fix up an appointment for interview. ->Requirements updation from Departments. ->Job Decription - Drafting and Analysis ->Job Posting ->Conduct telephonic interviews ->CVs Pulling ->Follow ups ->Arragne campus placments for indutrial training and employment.

Location

Surat, Gujarat

Reports to

Project Manager

Required Skills

- Good Communication skills..
- Fluent in English and Hindi..
- Confident Personality.

Responsibilities

- Take feedback from candidate and taking reference.

Consults with

Project manager, Colleagues, QA Team

Personality

- Self driven, motivated, result oriented and who never gives up..
- One should have clear focus on Artoon's goals & vision..
- With honesty, Maturity & Innovation at work, Inspire and motivate others..

Leadership

If you have leadership skills, we can always align your career in direction of technical management.

Personal Situation

- Should be mature and domestically secure..

Employment Term

Minimum 12 months