



HUMAN CAPITAL DEVELOPMENT CENTRE, OU

PLACEMENT NOTICE

Ltr No/HCDC/PLCNT/ 52

Dt: 17.11.2023

Opportunities at HRINPUTS for MBA (HR) (2022/2023)

Last date to register: 24th November, 2023

About HRInputs: <http://www.hrinputs.com/>

HRINPUTS is a prominent recruitment and HR Solutions firm based in India and Lead by Experienced Professionals with over 20 Years of experience in HR domain. HRINPUTS has Strong connections to esteemed clients across various industries nationwide, offering comprehensive Services. We have proven record of placing talented individuals in variety of roles across IT, Non-IT, BFSI, Health care, Semiconductors Industry

Salary: 2.4 to 4 LPA based on the candidates skills & experience

Process of hiring for MBA – HR candidates

Stage	Screening method	Competencies assessed
1	CV screening and initial call to candidate	Academic requirements and Oral communication skills
2.	Aptitude test 60 minutes at our office	Logical, analytical and personality assessment
3	Skill test 60 minutes at our office	Candidates perform tasks of searching 3 CV for 3 JDs
4	Final Interview 20 minutes at our office	Overall excellence of candidate and suitability to our culture

Job Description:

This position plays crucial role in our operations team. This position's primary responsibility will be to source, search, screen, shortlist and interview suitable candidates for our clients from the market.

Key Responsibilities:

- Conduct intelligent search using key skills in various Job portals.
- Understand any kind of Job description and prepare own checklist / key word search.
- Be smart enough to read and learn about the client's organization /sector and communicate effectively to candidates during the sourcing stage.
- Have impressive voice, tone and communication skills to speak to candidates while sourcing them.
- Ability to demonstrate good networking skills using LinkedIn etc.
- Ability to assess the candidates based on the job description and document feedback
- Responsible closing the position within the timelines assigned.
- Keep abreast of industry news, trends and best practices to ensure that the company remains informed and competitive.

Mandatory Skills:

- Relevant Industry experience 0-2 years minimum
- Graduate / Post graduate in relevant field(HR/ Social Sciences/ Engineering)
- Sound in conceptual knowledge – having an excellent academic record
- Having analytical and problem-solving skills
- Strong in communication and presentation skills
- Disciplined, committed and passionate about reaching goals.

Other Terms and conditions:

- Initial 1-3 months will be training period, based on the candidate performance at the end of the training period the continuity of job is decided.
- Office timings are 10 am to 7 pm (Monday to Friday), 10 am to 5 pm (Saturday)
- Leaves 2nd and 4th Saturdays and all Sundays are holidays plus 10 public holidays in the year
- No work from home option available.
- Compensation will be aligned with specific terms based on the candidate's suitability.

Interested Candidates may click on the below link to register:

<https://forms.gle/1xuJnnHv2ft7Br5AA>

Sd/-

DIRECTOR