

## HR Executive

### Description

Conduct Exam Technologies is looking for an HR Recruiter to manage our full cycle recruitment, from identifying potential hires to interviewing and evaluating candidates. HR should be building a strong employer brand for our company to ensure we attract, hire and retain the most qualified employees.

Candidate having experience in Placement Consultancy will be preferred. ( Freshers Can Apply )

### Responsibilities

- Designing and updating job descriptions
- Sourcing potential candidates from various Network through industry contacts, association memberships, trade groups, social media, and employees
- Craft recruiting emails to attract passive candidates
- Screen incoming resumes and application forms
- Interview candidates (via phone, video and in-person)
- Prepare and distribute assignments and numerical, language and logical reasoning tests
- Advertise job openings on company's careers page, social media, job boards and internally
- Coordinate and implement college recruiting initiatives
- Administrative duties and record keeping
- Crafting recruiting emails to attract passive candidates
- Act as a consultant to new hires and help them onboard

### Skills

- Proven work experience as an HR Recruiter or similar role
- Following up on the interview process status
- Excellent computer skills in a Microsoft Windows environment
- Effective oral and written communication skills
- Must be able to identify and resolve problems in a timely manner
- Gather and analyze information skillfully
- Familiarity with Applicant Tracking Systems and resume databases
- Experience with sourcing techniques
- Solid verbal and written communication skill
- Completing timely reports on employment activity
- Conducting exit interviews on terminating employees

### Hiring organization

Conduct Exam Technologies LLP

### Position

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### Employment Type

Full-time, Intern

### Experience

6 months – 2 years (Freshers can also apply)

### Job Location

SF-48, Shreemad Bhavan, Opp. Kanta Vikas Gruh Road, Bhaktinagar Main Road, 360002, Rajkot, Gujarat, India

### Date Posted

April 8, 2022