

Job openings at Om Careers, Ludhiana

Om Careers, Ludhiana has some job openings for the designation of HR Executive. Please find below the company profile, job description and CTC.

Company Profile

OM Careers is amongst the top 3 Talent Solutions companies providing quality Talent Acquisition/Recruitment Services to the Multi-National Companies at Pan India Level.

“What makes us different is our unique blend of innovative processes, technology, consistently high levels of service and a real passion for our work.”

Position

Talent Acquisition Executive

Position Summary

Achieve talent acquisition objectives by engaging candidates & clients and ensuring delivery during all stages of the recruiting process.

Duties & Responsibilities

- * Interacts with the clients to understand their talent needs & recruiting requirements
 - * Clearly understands the job responsibilities & the overall job requirements
 - * Builds candidate sources by researching and using media and internet sites, generating referrals, creating potential talent database
 - * Attracts applicants by placing job advertisements; contacting candidates, using job sites & networking portals, maintaining rapport with candidates
 - * Determines candidate fitment by comparing qualifications & skills to the client job requirements; pre-screening; analyzing responses; verifying references
 - * Scheduling the candidate interviews with the client & ensuring coordination & delivery at all stages of the evaluation process
 - * Ensures smooth offer negotiation, acceptance & closure along with the joining of the candidate as per the client
 - * Updates industry knowledge by participating in knowledge sharing sessions; reading industry updates; maintaining personal networks
- Educational Qualification MBA Energetic Graduates with a passion to perform can also apply.

Experience

Prior experience in the related field would be preferred. Freshers can also apply.

Required Skills

- * Excellent verbal/ written communication and interpersonal skills

- * Strong ability to multi-task, handling multiple projects at the same time
- * Quick learner and solutions oriented
- * Independent and motivated with minimal supervision
- * Strong desire to succeed, goal oriented

CTC

3-5 Lakhs/annum

We offer competitive salary, performance based incentives & bonuses, learning environment and the opportunity to advance with a growing organization.

For the candidates already having a job, We pay proportional to their current C.T.C and its negotiable.

Those looking forward to build their Career in the field of HR - This is an excellent platform to Learn and Grow.

Kindly Note: We don't charge any fees from the candidates.

Those who wish to apply can also send their updated CV at " vaibhav@omcareers.co.in"

Company Visit: Visit us at www.omcareers.com

Wishing you a very Great Day ahead!!!

Thanks & Regards

Vaibhav

Front Line Entrepreneur

OMCAREERS- HR Consultants **Multiply To Maximize 2018**

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