

## 3 Months Internship (Recruitments)

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Company: HCapital Technologies Private Limited

Location: mumbai

Category: other-general

About the Company: Located in Mumbai, HCapital Technologies Private Limited is a privately owned executive search firm managed by a team of professionals with more than 100 years of combined search consulting experience. We conduct searches for positions that include topmost management team of CXOs, board members, presidents, and directors as well as the critical middle management roles. We partner with start-ups and large organizations across multiple industries throughout India. Large or small, local or national, our clients benefit from our structure by having access to our most relevant resources and relationships wherever they may reside.

START DATE: Immediately  
DURATION: 3 Months  
STIPEND: 10,000 /month  
LOCATION: Remote  
WORKING DAYS: 5 days a week

**Job Responsibilities:**

1. Handle a set of 1-3 clients and be responsible for all recruitment from the set of clients
2. Interact with clients to get a clear briefing on the open positions
3. Analyze the client's requirements and identify the best ways to source talent
4. Source profiles from different job portals, through the job posts, referrals, and headhunting
5. Work on pre-screening the resumes sourced by the team and send relevant profiles to the client for their perusal
6. Coordinate with different levels of interviews with clients
7. Negotiate salaries on the behalf of the candidates and yet ensure client satisfaction
8. Prepare & maintain MIS of work for reviewing with the management

**Requirements:** 3 months of full time availability for internship  
Some previous experience in recruitment is highly desirable

**Post Internship Offer:** Post your internship, based on your performance, you may be offered a Job offer with an remuneration which will correspond to the value that you bring to the job.

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