

HR RECRUITER CUM COORDINATOR

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Company: Spectrum Softech Solutions Pvt. Ltd

Location: Kochi

Category: business-and-financial-operations

HR RECRUITER CUM COORDINATOR

Job Type :

HR Recruiter cum Coordinator

Category

Human Resource Management

Locations

Kochi/Cochin/Ernakulam

Summary

We are looking for an HR Recruiter cum Business Process Coordinator to manage our employee/trainee recruitment - from identifying potential hires to interviewing and evaluating candidates; coordinating and following up the activities in Training & Technical Departments. PLEASE NOTE THAT IT IS A WORK FROM OFFICE JOB Salary: 12000-15000 plus incentives Responsibilities:* Calling Candidates for recruiting to different positions in the Company and various Training programs conducted by the Company.* Screen incoming resumes and application forms. * Collecting & mailing information collected via call, updating database.* Coordinating with heads of Institutions for participation of their Students in Workshops conducted by the Company.* Coordination with various divisions for the smooth flow of fee payment, training schedules etc. Please send in UPDATED RESUME with PHOTO and kindly include your Tenth Standard Pass Certificate..

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