



<https://jobquest.jobsworld.com/job/nerolac-recruitment-2023-work-from-home-jobs-back-office-assistant/>

Nerolac Recruitment 2023 – Work From Home Jobs – Back Office Assistant

Hiring organization
Nerolac

Job Location

Remote work possible

Date posted
July 4, 2023

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Valid through
31.12.2025

Base Salary

Rs. 25,000 - Rs. 50,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time, Work From Home

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Description

Nerolac Recruitment 2023

We are seeking a motivated and dynamic individual to join our team as a Recruiter. As a Recruiter, you will be responsible for sourcing, screening, and selecting qualified candidates to meet our organization's hiring needs. You will play a critical role in identifying top talent, managing the recruitment process, and ensuring a positive candidate experience. This is an exciting opportunity to contribute to the growth and success of our organization by building a talented and diverse workforce.

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Responsibilities:

1. Manage the end-to-end recruitment process, including job posting, sourcing candidates, screening resumes, conducting interviews, and making job offers.
2. Collaborate with hiring managers to understand their staffing needs and develop effective recruitment strategies.
3. Utilize various recruitment channels, such as job boards, social media, networking events, and employee referrals, to attract a diverse pool of candidates.

4. Conduct thorough interviews to assess candidates' skills, qualifications, and cultural fit for the organization.
5. Evaluate candidates' resumes, portfolios, and other application materials to determine their suitability for specific roles.
6. Conduct reference checks and background screenings to verify candidates' employment history and qualifications.
7. Build and maintain a talent pipeline by proactively sourcing candidates for current and future job openings.
8. Provide regular updates and reports to hiring managers and stakeholders on the recruitment status and progress.
9. Ensure compliance with all relevant employment laws and regulations throughout the recruitment process.
10. Stay informed about industry trends, best practices, and new technologies in recruitment to continuously improve recruitment strategies.

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Skills and Qualifications:

1. Bachelor's degree in Human Resources, Business Administration, or a related field.
2. Proven experience as a Recruiter or in a similar role.
3. Strong understanding of recruitment best practices and strategies.
4. Excellent communication and interpersonal skills, with the ability to effectively engage with candidates and hiring managers.
5. Proficient in using applicant tracking systems (ATS) and other recruitment software.
6. Ability to work in a fast-paced environment and manage multiple priorities.
7. Strong attention to detail and organizational skills.
8. Demonstrated ability to identify and attract top talent.
9. Knowledge of employment laws and regulations.
10. High level of professionalism and integrity.

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mission of maintaining accurate and reliable data. We offer a competitive salary, a supportive work environment, and opportunities for career growth. Apply now to embark on an exciting journey with us!

Important Links

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