

Job Title: **HR Recruiter (Fresher)**

Location: **Wagle Estate, Thane W**

Experience: **0–1 year**

Employment Type: **Full-time**

Working Days: **Monday to Friday (9.00am to 6.00pm) and Alternate Saturdays are half day working (9.00am to 1.30pm)**

Freshers are welcome for **HR Role**

We will provide one month of training for **freshers**

About the Role

We are looking for enthusiastic and motivated HR Recruiter Freshers who are eager to start their career in Human Resources. This role involves learning and supporting the recruitment lifecycle, sourcing candidates, coordinating interviews, and ensuring a smooth hiring process.

Key Responsibilities

- Assist in sourcing candidates through job portals, social media, and internal databases.
- Screen candidate profiles and share relevant resumes with the senior recruiter/hiring manager.
- Coordinate interviews and follow-ups with candidates.
- Maintain candidate data, trackers, and daily reports.
- Support the HR team in day-to-day recruitment operations.
- Communicate effectively with candidates regarding job roles and interview schedules.
- Learn and understand hiring processes, job descriptions, and company requirements.

Required Skills

- Good communication and interpersonal skills.
- Basic understanding of MS Office (Excel, Word).
- Eagerness to learn and grow in the HR domain.
- Ability to multitask and stay organized.
- Positive attitude and willingness to take initiative.

Preferred Qualities

- Passion for HR and recruitment.

- Ability to work in a fast-paced environment.
- Strong learning mindset and discipline.