

## Join Our Team as an HR Recruiter with Strong On boarding Skills

We are seeking an **experienced/ Fresher HR Recruiter** with exceptional on boarding skills to join our team. The ideal candidate will be responsible for sourcing, recruiting, and hiring talented individuals who align with our company culture and values. Additionally, this role will involve managing the on boarding process to ensure new employees feel welcomed and prepared for success in their roles.

### Responsibilities:

- Utilize various recruitment methods to attract and identify qualified candidates for open positions, including job boards, social media, networking, and employee referrals
- Screen resumes and conduct initial interviews to assess candidates' qualifications, skills, and cultural fit
- Coordinate and schedule interviews with hiring managers and candidates, ensuring a smooth and efficient recruitment process
- Extend job offers and negotiate employment terms with selected candidates.
- Facilitate the on boarding process for new hires
- Serve as a point of contact for new hires, addressing any questions or concerns they may have during the on boarding process

### Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field
- Strong knowledge of recruitment best practices and sourcing techniques
- Excellent communication and interpersonal skills
- Fresher or Proven experience working as an HR Recruiter
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### Salary & other facilities:

- Salary will be as per experience and it is negotiable
- This is a Work from Office Position. Candidates residing near office location (Central Kolkata) will be preferred
- Job Types: Full-time, Experience

Eligible candidates can contact us at **8276046396** for further details or email us at [hr@comvalitsolutions.com](mailto:hr@comvalitsolutions.com)

