

<b>Organization:</b>	<b>Jamna Auto Industry</b>
<b>Job Title:</b>	<b>Senior HR Executive</b>
<b>CTC:</b>	<b>3 LPA</b>
<b>Location:</b>	<b>Jamshedpur</b>
<b>Departments Eligibility:</b>	<b>Management</b>
<b>Course Eligibility</b>	<b>MBA</b>
<b>Student Gender Preference:</b>	<b>Any</b>
<b>Profile:</b>	<b>HR</b>

### General Job Description

- Recruitment of new and experienced candidates
- Sourcing relevant applicants suited for the job profiles inside the organizations
- Issuing job posts across various job portals and social media.
- Contacting with colleges/universities and other institutes for fresher hiring
- Data maintenance for future reference
- Conducting first round of interviews with relevant applicants
- Analysing resume of candidates as per the suitability of the job

### Eligibility

Post Graduate

MBA

Fresher

The candidate must have good communication skills

Students from passing out year 2022/2024 can apply

Candidate must be disciplined and possess a professional attitude

**Job Reviewed by: Director, Training & Placement**

**Job Approved by: Director, Training & Placement**

**Job provided through: Campus Placement**

**Date: 02/07/2023**