

Achyutam

Executive Search

Africa | India | Other International

JOB DESCRIPTION

HR Executive – Executive Search Services

www.achyutaminternational.com

“Talented people are the most valuable Resource in any Organisation”, we at **Achyutam** assist companies in Headhunting right Talent who in turn can add value to their businesses.

Our company was founded in year 2013 by a team of experienced professionals who had worked at senior Management/Board positions in different parts of Globe, mainly in Africa, Europe and in India. We work with a zeal to headhunt for both technical and non-technical mandates.

We are pleased to say that, we are working with 150+ Companies and are Preferred Partners for many reputed brands.

We have a successful track record of placing professionals of different nationalities: Indians, Africans and Europeans.

We believe in building relationships that are based on trust which is ‘indestructible’, as implied by the meaning of our name – ‘Achyutam’.

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We are looking for energetic professionals to our team, candidates willing to make Executive Search as Long Term careers should only apply. We provide excellent opportunity to work, learn and grow; get excellent opportunity to deal with professionals of different nationalities.

We are inducting fresh MBA's, Engineers and Bright Graduates, as HR Executives; The incumbents will be given an on-job training on different processes of executive search also they will get an opportunity to interact with professionals of different nationalities.

Position **HR Executive – Freshers**

Qualification/Experience	MBA in HR, Engineer or any Professional Degree
Job Responsibilities	<ul style="list-style-type: none"> Head hunting for senior and middle level Shortlisting of relevant profiles on Jobportals, Technical Assessment of candidates with the JD, E-mailing & speaking to candidates for their interest in job opportunities and assessing/evaluating their credentials and aptitude, Recommending the Shortlisted candidates to clients, Co-ordinating interviews and joining formalities, Maintaining various MIS trackers, Increasing visibility of company to potential clients & Business Development,
Desired Candidate Profile	<ul style="list-style-type: none"> Aptitude to make career in Executive Search Services. Hardworking and Sincere in working approach. Fluent in written and spoken English Looking for a long term association. Confident and have Go-getter Aptitude Can work under pressure and open for multitasking Must be good in MS Office packages-Word and Excel and Internet Surfing
Office Location	Tower B, Unit No -812, Building Name : Noida One (At IT Park) Sector-62, Noida https://goo.gl/maps/Mj2w1nAW6ST1XVmA9
Working Hours:	Weekdays 9 AM till 6 PM (Second, Fourth & Fifth Saturday's Off)
What You Get	<ul style="list-style-type: none"> Excellent exposure & understanding of a whole range of Industries and Corporate Functions Dealing with professionals of different nationalities – Indians, Africans, Europeans, Filipino's, etc... High Confidence level as you will be speaking to professionals at Senior and Middle Management Excellent working environment and a bright career.

Write to us on achyutam@achyutam.co.in