JOB DESCRIPTION

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| Name of the client | Tata Power |
| Website | www.tatapower.com |
| Profile Name | **Human Resources Executive / Recruiter** |
| Payroll | Vision India Services Pvt Ltd ( [www.vispl.co.in](http://www.vispl.co.in) ) |
| Qualification | Any Graduate |
| No. of mandate / requirement expected | 1 |
| Fresher / Experienced (If experienced then No. of years of exp required min-max) | 2 – 4 Years |
| Workplace – detailed address | Mumbai (Corporate Center B, 34 Sant Tukaram Road, Carnac Bunder, Mumbai 400 009) |
| Job Responsibilities | * Source Profiles/ CVs from various sourcing channels as per the job requirements * Screen profiles and conduct pre-interview screening assessment of candidates to assess suitability * Organize Interviews of candidates with the panel * Obtain all the required documents from the candidates * Negotiate salary with candidates and close offers |
| Skills Required | * Good Communication skill * Influencing skill * Ability to multi task * Stakeholder management skill |
| Salary | Up to 3.60 LPA |