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| **JOB DESCRIPTION** |
| **Job Title** | **Executive – Jobs**  |
| **Function** | Human Resources  | **Location** | Various locations in Bihar, Uttar Pradesh, Jharkhand & West Bengal  |
| Vision India, a leading business conglomerate with three evolved verticals - Staffing, Skilling, and Advisory Services. With a 32,000 associate base and 105+ clients, we offer differentiated service propositions across India, APAC, Europe, and the Americas. We @ Vision India , has recently collaborated with NSDC International, a premier skill development organization, to make a significant impact on the international job and skill market. The combination of Vision India's expertise in Staffing, Skilling and Advisory Services, and NSDC International's experience in skill development has created a powerful synergy. Together, we aim to empower the youth of the country by providing them with employment opportunities and the necessary skills to become job-ready, not only in India but also in the international job and skill market. With their combined strengths, Vision India and NSDC International.It has recording consistent growth in the topline over the last years & stands proudly at INR 200 Crores for the year 2022-23, registering a 21% CAGR. It is poised for a much sharper top line growth in the forthcoming years riding on the projects commissioned in the last year besides the strong fundamentals on Staffing, Skilling & Advisory businesses.  |
| 1. **JOB PURPOSE**
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| We are seeking a Jobs Resources who can source candidates for both international and domestic job opportunities, especially from rural areas. The primary responsibility of the job will be to identify potential candidates and help them develop the necessary skills for their desired job positions. The role will require you to travel to different districts in India to source candidates, as well as provide support to individuals who may require skilling to get job-ready.The role incumbent would be deft in a start-up like environment and brings to fore, a strong challenger mind-set with proven abilities to influence peers across the eco-system and deliver a higher quality quantity.

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| 1. **KEY RESPONSIBILITIES**
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| * Conduct outreach programs in rural areas to identify potential candidates for international and domestic job opportunities.
* Provide counselling and guidance to candidates on various job roles and the skills required for them.
* Develop and maintain relationships with local government agencies, educational institutions, and community organizations to identify potential candidates.
* Collaborate with internal recruitment teams to coordinate interviews and facilitate the selection process.
* Provide skilling support to candidates who require additional training to prepare them for their desired job positions in coordination with Employment Academy of Vision India or NSDC International.
* Maintain accurate records of candidate information, including resumes, test scores, and interview notes.
* Keep up-to-date with industry trends and job market demands to improve the effectiveness of candidate sourcing and recruitment efforts.
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| **V. QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE** |
| **Minimum Qualifications** | * Bachelor's degree in Human Resources, Business Administration, Rural Development or related fields.
* 0-2 years of experience in recruitment or HR-related roles, with exposure to sourcing candidates from rural areas.
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# To know more about **Vision India,** visit us at [www.vispl.co.in](http://www.vispl.co.in); [www.justjob.co.in](http://www.justjob.co.in)