

HR Executive

Job Location

302, 3rd floor, Big Benn, Swej Farm Rd, opp. Palika Bazar, Sunder Singh Bhandari Nagar, Ganesh Nagar, Sodala,, 302019, Jaipur, Rajasthan, India

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Base Salary

Rs. 20,000 - Rs. 22,000

Qualifications

Bachelor's degree in HR, Business Administration, or a related field.

Employment Type

Full-time

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Description

HR Executive Jobs in Oyster Consultancy Careers

Oyster Consultancy is hiring an **HR Executive** in Jaipur. This job is for people who love talking to candidates, hiring the right talent, and managing recruitment. If you have good communication skills and enjoy working in a fast-paced environment, this job is for you. You will be responsible for finding candidates, conducting interviews, and helping in the hiring process.

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Salary Range

₹2,40,000 per year

Responsibilities

- Develop and use effective hiring strategies.
- Find candidates through job portals, social media, and referrals.
- Screen resumes and conduct first-round interviews.
- Schedule interviews with hiring managers and provide feedback.
- Manage the full recruitment process, from job posting to hiring.
- Maintain candidate records and recruitment data.
- Build strong relationships with potential hires.
- Ensure a smooth and positive candidate experience.
- Stay updated with the latest hiring trends and best practices.

Skills Required

Hiring organization

Oyster Consultancy

Date posted

March 8, 2025

Valid through

14.04.2025

APPLY NOW

- Good communication and people skills.
- Ability to handle multiple job openings at once.
- Knowledge of hiring tools and HR software.
- Strong decision-making and problem-solving skills.
- Understanding of labor laws and HR best practices.

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Qualifications

- Bachelor's degree in HR, Business Administration, or a related field.
- Experience in recruitment or HR is a plus.
- Knowledge of applicant tracking systems (ATS) is preferred.

Work Details

- **Location:** Jaipur
- **Job Type:** Full-time, In-office
- **Working Days:** 5 days a week

Why Join Us?

- Competitive salary and benefits.
- Growth and learning opportunities.
- Friendly and supportive work environment.
- Chance to work with a dynamic HR team.

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Apply for more Jobs **Find the Link in [Apply Now](#)**

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