



MRHMFL RURAL HOUSING & MORTGAGE FINANCE LTD

Designation: Sr. Executive
Sub Department: Talent Acquisition
Department: Human Resource

Job Duties:

- Assessing candidates based on their background and experience
- Conducting preliminary interviews with candidates
- Finding new talent via cold calls, college campus visits, and job fairs
- Selecting applicants and walking them through the onboarding process
- Tracking applicant details in our candidate database to determine relevant trends
- Researching new opportunities in how the company can find and attract better candidates
- Collect relevant personnel documentation.
- Negotiate the compensation rate and packages with long-term and short-term consultants, project staff, and home office staff.
- Supervise and mentor the recruitment team

Required Skills:

- At least 3 years of experience as a recruiter
- Excellent interpersonal skills
- Experience conducting both formal and informal interviews
- General understanding of financial compensation packages
- Negotiating skills
- Strong understanding of applicant-tracker systems
- Proficiency with major social media platforms
- Bachelor's degree in Human Resources (or related field)

Education Qualification:

Candidate should have completed Masters

Experience:

Min 2-5 Yrs. in relevant industry

Salary:

According to Industry Standard