

4/1/2023


PLACEMENT NOTICE

(OF BMS , BAF & B.COM)

Moonlight Placement Services is in urgent need of HUMAN RESOURCE INTERN. Details are as below:

COMPANIES & JOB PROFILE	Moonlight Placement Services
JOB PROFILE	HUMAN RESOURCE INTERN
LOCATION	Malad East
JOB TYPE	Work From Office
JOB DESCRIPTION	<ul style="list-style-type: none">● Handling the Recruitments for BFSI, Field Sales & Tele calling Profile● Majorly Managing recruitment life - cycle for sourcing the best talent from diverse● sources after Identification of manpower requirements for new / existing departments.● End to end recruitment: Sourcing, Staffing, Scoping, head hunting, maintaining database.● Lateral Hiring: Identifying right candidates with required Skill set and experience and make sure that it should match with the requirement as per the job.● Prepared job descriptions for various positions and developed appropriate questions for prospective candidates.● Prepared all recruitment strategies and ensured achievement of all objectives.● Designed and maintained job postings on various social media sites and websites with various tools.● Coordinated with the hiring manager and participated in the interviewing panel.● Analyzed various job applications and filtered candidates through telephonic or one on one interviews.● Participated in various candidate selections and prepared an efficient interviewing schedule.● Analyzed all job requirements and screened the appropriate candidate for the job.● Recruiters Need to Source Candidates from

	Naukri.com, Shine, Job Hai & Linked in Etc.
Package	8k to 12k
Education & Experience:-	B.COM, BMS, BAF
JOB TIMINGS	10 AM to 7 PM
<p><u>How to apply:</u> <u>Send your resume in PDF format to nmfcplacement@gmail.com fahad@moonlightplacement.com before 10th JANUARY, 2023 latest by 12 noon.</u></p>	



I/C Principal