**Company: Kamaths Natural Retail Pvt. Ltd. (Natural Icecreams)**

**Position: HR Executive (Headhunting & Operations)**

**Location: Delhi (Connaught Place)**

**Qualification: Graduation required**

**Experience: Min 3 years & above**

**Industry Preferred : QSR**

* **Candidate should be ready to travel PAN India.**
* **15-20 Days training will be schedule at Mumbai.**

**Roles & Responsibilities**

* Track of all the open requirements
* Sourcing profiles by doing headhunting
* Job Portals, Employee Referrals, Internal Database to meet the client's requirements.
* Initial screening and shortlist the profiles for the interview process.
* Scheduling of various rounds of interviews -Personal/Telecom/Video Conferencing & Coordination
* Working on different types of requirements
* Screening, Short listing, Scheduling, Rate Negotiation and Closure.
* Preparation of Trackers, Updating the Feedback Trackers.
* Preparing Offer/Appointment/Confirmation /Promotion/ Transfer / Resignation Letters.
* Prepare Master Salary file that include all details of employee like Gross salary, Date of Joining, deductions, Net salary and date of Exit .
* Creating the ID cards and handling the biometrics of new joiners.
* Building good rapport with Candidates, following up and ensure that the candidate joins
* Scheduling Exit Interviews and handling the queries related to Full & Final Settlement of salary.
* HR related MIS Reports
* New joinee formalities, induction, welcome mail.