



**ANYTIME
INVEST**
निवेश आपका , भरोसा हमारा

ANYTIMEINVEST Services Pvt. Ltd.

GSTIN : 07AASCA6588J1ZU

CIN : U74140DL2019PTC354248

SKILLED HELPERS WELCOME !

JOB DESCRIPTION | HR EXECUTIVE

At Anytime Invest, we measure our success by a singular parameter- the value that we create for our employees. Our biggest "wins" are happy and sustainable "employees". In sync with this core belief, the experience that you create for your employees will determine your long-term growth and success as an HR Executive at Anytime Invest.

Role & Responsibilities

- * Will be responsible for End to End recruitment.
- * Source potential candidates through job portals, Social Media Platforms and other available sources.
- * Plan interview and selection procedures, including Screening and coordination.
- * Identify & recruit right quality partners to build a strong partner base.
- * Provide training on Core Value of company and business processes continuously.
- * Design job description and interview questions that reflect the requirements of each position.
- * Concentrating on effective networking methods to reach the greatest number of potential candidates through various sources.
- * participate in job fairs and host in-house recruitment events.
- * collaborate with managers to identify future hiring needs.
- * Maintaining & updating daily, weekly & Monthly Status report.
- * Keeping track of candidate for future references, after the candidate is selected negotiating with the candidate regarding the joining date salary & issuing offer letters.
- * Maintaining a cordial relationship with the candidate even after the candidate joins the company.
- * Maintaining resume Database, responsible for Joining formalities till Employee code generation.
- * The role would encompass the end to end of HR function for the given geography right from recruitment, talent management, performance management, controlling attrition, employee relations and employee reach out.

Desired Candidate Profile

- * Master's Degree.
- * Excellent communication skills, ability to articulate thoughts and have meaningful conversations with people.
- * Full understanding of HR functions and best practices.
- * Able to engage in meaningful negotiation and resolution.
- * preferred from nbfc / recruitment firm / broking.
- * Ability to multi task, be highly organized and follow organizational processes in a disciplined way.

Preferred Work Experience

- * Minimum 1-2 years of relevant experience in Human Resources.

Perks and Benefits

Salary + Lucrative Bonus

📍 Om Tower, Plot No. -421, 2nd Floor, Kakrola Housing Complex, Kakrola Mor,
Dwarka, New Delhi, Delhi -110078 📞 +91 9818393867

✉ service@anytimeinvest.com 🌐 www.anytimeinvest.com