

# **BASANTI DEVI COLLEGE**

**Job Drive Trustklub Consulting**

**19.07.2021**



## **TRUSTKLUB CONSULTING**

TRUSTKLUB CONSULTING is one of the leading recruitment firms in eastern India. TRUSTKLUB is a leading executive search firm operating since 2003. Founded in June 2002, we have successfully executed 20000+ recruitment mandates across 150+ locations in India. Our Client Portfolio include a carefully selected list of Fortune 500 companies as well as some of the most respected Indian and global corporations Some of our esteemed clients are Tech Mahindra, Bajaj Allianz Life Insurance, John Deere, Samsung Electronics, Sutherland Global, Whirlpool India, Samsonite India, PWC, KPMG, Deloitte to name a few.

TRUSTKLUB CONSULTING has served 100+ blue chip companies and we have closed a number of critical corporate and business mandates across multiple geographies. We have specialised teams working on critical assignments. Every organisation is assigned a dedicated Account Manager. Our speed of delivery without compromising quality has resulted in 75%+ repeat business from existing client's year on year.

We are looking for aspiring fresher who would want to build their career in Human Resources. The details of the requirement is given below.

**Position: HR Officer**

**Location: Gariahat & Phoolbagan**

**Work Mode: Work from Office**

**Position: 10**

### **Job Role:**

- Handling the complete recruitment life cycle.
- Understanding the clients' requirement.
- Finding suitable candidates.

- Conduct search for candidates from the database, through headhunting, pre-screen him/her, set up interviews and continues the process until the client organization finds the right individual.
- Communicating with the prospective candidates.
- Shortlisting candidates for lining up for Interview.
- Post-interview coordination with the clients and candidates as well.
- Ensure a minimum number of candidate onboarding.

**Requirements:**

- Graduate (2019/2020 passed out)
- Residing within 2-3 kms of Phoolbagan/Gariahat
- Has a good educational background
- Good communication skill

**CTC:**

- Internship (21 Working Days): - 4000/= + Incentive
- HRO – 1.4L – 1.5L + Incentive

**Please contact Prof. Ankhi Sen Sanyal (+91 98301 12110) for further enquiry.**