

Looking for 10 Freshers for our Mohali Office - JD Enclosed

Inbox



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1:01 PM (11
minutes ago)

to hr, mansi.bhasin

We are looking for 10 Freshers from BBA or B.Com or BA stream. The CTC (in hand) during Probation will be Rs. 10,000/- per month and then 15,000/- pm post probation. Job location will be Mohali.

Kindly find enclosed the JD. Also, Kindly ask the students to go thru the company website www.CorporateAccess.in

Corporate Access is currently working closely with HDFC Bank, IndusInd Bank, Kotak Mahindra Bank, Suzuki Motors, Blackbuck, Bain, Mckinsey Knowledge Centre, BCG , Abbott, Piramal Healthcare, Sun Pharma, Apollo Hospitals, Clove Dental, Fortis Healthcare, PayU, Oxigen, Mobikwik, Airtel Payment Bank, Jabong, Myntra, Oyo, Ola, Oxford Publishing, Taylor & Francis Group, Marico, Bajaj Finserv, Clix Capital, McKinsey, Aon Hewitt, HUL, Bajaj Allianz Life Insurance, EYGSS, PWC, Aviva Life Insurance, Bharti Axa General Insurance, PNB Met Life, Reliance Life, Capital First, Capital Float, WNS, Optum (UHG), Bank of America, ICRA, ONICRA, ITC, Pepsico, Max Life Insurance, Idea Cellular, Religare, ING Vysya, Snapdeal, ICICI Prudential Life Insurance, PWC, Amazon, Aon Hewitt, Citibank, RBS, Ola Cabs, NIIT, Flipkart and another 50+ MNC companies for Senior & Middle level positions in Marketing, Sales, Finance, HR, Operations, IT, Actuarial and Legal.

Introduction :

Corporate Access (www.CorporateAccess.in) was founded in **May 2012** with an objective to provide consultation to Premier clients, in the domains of HR Advisory, Executive Search, Information Technology Consulting and Business Process Re-engineering. We build client organizations and help them achieve and drive accelerated business results, and achieve sustainable change. With a rich historical presence in the "Executive Search" business our partners are completely and culturally in tune with their respective regional markets. We offer excellent "Return on Leadership" to our client organisations and can be called a deeply local and truly global executive search firm.

At **Corporate Access**, we conduct executive search assignments at the Board Director, C-level and functional Vice President levels. Our consultants are experienced professionals who are retained exclusively by Fortune 500 as well as established organisations and high-growth early-stage companies. We work in tandem with Chairmen, Board of Directors, CEOs, CHROs and decision-makers to align their need for the best leadership talent at the Board and CXO levels to enable formation and execution of business strategy.

Each partner firm in **Corporate Access** offers expert local knowledge in their domestic market and, through the network, has the ability to support the international development of clients' businesses by providing them access to candidates across the world. Our consultants conduct themselves with the highest of ethical standards, along with an unsurpassable level of personal service, an unmatched dedication to quality and confidentiality, and thus provide a unique value-add approach. This philosophy and methodology is consistently demonstrated thorough an unparalleled researching capability, the full utilization of firms resources on every project, and the timeliness with which we complete our assignments.

Our goal is to transform organisations and in-turn touch the lives of the people and clients we serve, by adding substantial value to the global leadership and executive search industry. In-depth consulting

expertise coupled with the most advanced research-validated processes and methodologies enable us to offer our clients value for money and the best return on leadership talent.

Our Team & Presence:

Our Team comprises of qualified professionals, Industry specialists and Functional consultants with diversified Experience and education. Collectively the Team come with rich and varied operational experience having worked in different industries. While some of the members have had held leadership positions in large corporate, most of them have had opportunities to work closely with top management. As a team, we are well equipped to handle the operational, tactical and the strategic challenges of the complete range of HR & Business function.

Look forward to a long term business association.

Warm Regards,

Mansi Bhasin

Mansi Bhasin | Manager - HR

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Know more about us on www.CorporateAccess.in

Executive Search | HR Advisory | HR Tech Consulting

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Job description

We are looking for a candidate with 0-1 years of experience with good communication skills, who can design and revamp job descriptions as per the requirements, and who can handle the end-to-end recruitment process of the company for both technical and non-technical profiles.

Responsibilities

- Handling the company's recruitment process by developing and executing recruiting plans
- Posting job requirements on appropriate internet sources/job sites
- Advertising job openings on the company's career page, social media, external job boards and also internally within the company
- Sourcing potential candidates from various sourcing channels
- Preliminary screening of applications based on the JD
- Shortlisting resumes based on several search factors such as skills, recently updated resume, location, experience, etc.
- Conducting telephonic interview rounds
- Identifying future talent needs and proactively recruiting and sourcing
- Ensuring delivery of profiles with quality candidates within the set TAT
- Efficiently and effectively fill open positions
- Participating in job fairs
- Hosting and conducting Campus drives at colleges and other educational institutions
- Taking new HR initiatives
- Dealing with employee requests regarding human resources issues, rules, and regulations.
- Handling complaints and grievance procedures
- Managing Learning and Development part of the company
- Doing social media posts

Skills

- Excellent verbal and written communication skills
- Proactive and self-learner.
- Strong relationship building and a Peoples person
- Strong networking skills
- Good sourcing techniques
- Good team player
- Ability to work independently
- Good learner and a self-starter

