

WORK DESCRIPTION



Company Name- Achiever's Organisation

About Us-

Our vision is to provide the right skill-set and mindset to hardworking people so that they can achieve great heights financially. At Achiever's Organisation, we redefine the art of recruitment. Our unwavering commitment to excellence, innovative approach, and ethical values set us apart in the industry. Integrity, transparency and fairness are at the heart of everything that we do.

Website- <https://acheiversorg.com/>

Role_- Recruitment & Management

Location – Remote/Work From Home

Income- 25k-30k/30k-40k (Depends on your skills and capability)

Timings - Part time / Full time (with flexibility)

Roles & Responsibility:

1. Process Management and end to end Recruitment: -

- Performing Initial and advanced assessment of candidates against defined criteria.
- Proactively reviewing the best sources of potential candidates by functions and sector for targeted markets. -Building into an ongoing and sourcing process.
- Creating and executing multi-channel sourcing strategy to source candidates.
- Building a talent pool for current and future requirements.
- Involved in the End-to-end Recruitment process.

2. Candidate Management:

- Managing all candidates effectively throughout the recruitment process.
- Managing the candidate's expectations and ensuring timely and constructive feedback. - Effectively communicating position opportunity and client value proposition.
- Developing and maintaining relationship.

3. Client Relationship Management:

- Developing and maintaining knowledge of key client organizations in target countries.
- Monitoring and Analyzing industry changes.
- Interacting with internal clients in a timely, professional, and responsive manner.
- Identifying and communicating continuous improvement opportunities and strategies.
- Participating in role briefing with clients and -Contributing to sourcing strategy and process.

Achievers Organization

1st Floor | Achievers Org | Benar Road | Jhotwara | Jaipur, Rajasthan, 302012