https://jobroll.govhelp.in/job/jio-recruitment-2023-all-india-jobs-coordinator-post/

Jio Recruitment 2023 – All India Jobs – Coordinator Post

Job Location
India
Remote work from: India

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Base Salary
USD 24,000 - USD 30,000

Qualifications
12th Passed

Employment Type
Full-time

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Description

Jio Recruitment 2023

The Coordinator is responsible for providing administrative support to the Talent Acquisition team. This includes tasks such as preparing job postings, screening resumes, scheduling interviews, and managing the applicant tracking system. The Coordinator will also be responsible for providing customer service to candidates and ensuring that the hiring process runs smoothly.

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Jio Careers

Responsibilities:

- Prepare job postings and ensure that they are accurate and compliant with all applicable regulations.
- Screen resumes and identify qualified candidates for open positions.
- Schedule interviews and coordinate with candidates and hiring managers.
- Manage the applicant tracking system and ensure that all candidate information is accurate and up-to-date.
- Provide customer service to candidates and answer their questions about the hiring process.
- Assist with other HR-related tasks as needed.

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Jio Jobs Near Me

Hiring organization
Jio

Date posted
August 8, 2023

Valid through
31.12.2023

APPLY NOW

Skills:

- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Experience with applicant tracking systems (ATS).
- Ability to work independently and as part of a team.
- Attention to detail and accuracy.
- Ability to meet deadlines and work under pressure.

Qualifications:

- Bachelor's degree in Human Resources or a related field.
- 1-2 years of experience in a recruiting or HR-related role.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Experience with applicant tracking systems (ATS).

Important Links **Find the Link in** [Apply Now](#) **Button**

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