



MAS RURAL HOUSING & MORTGAGE FINANCE LTD

Designation: Executive

Sub Department: Talent Acquisition / Generalist

Department: Human Resource

Job Duties:

- Assessing candidates based on their background and experience
- Conducting preliminary interviews with candidates
- Finding new talent via cold calls, college campus visits, and job fairs
- Selecting applicants and walking them through the onboarding process
- Tracking applicant details in our candidate database to determine relevant trends
- Researching new opportunities in how the company can find and attract better candidates
- Collect relevant personnel documentation.
- Negotiate the compensation rate and packages with long-term and short-term consultants, project staff, and home office staff.
- Assist and support management and the leadership team with handling and resolving Human Resources issues.
- Review and ensure accurate maintenance of all employee records and files
- Assist management in hiring, training, scheduling, evaluating, counseling, disciplining, and motivating and coaching employees.
- The person would be responsible for recruitment, documentations, on-boarding, handling first level employee queries, HR data reporting.

Required Skills:

- Excellent interpersonal skills
- Experience conducting both formal and informal interviews
- General understanding of financial compensation packages
- Negotiating skills
- Proficiency with major social media platforms
- Bachelor's degree in Human Resources (or related field)

Education Qualification:

Min. Graduation

Experience:

Min 1-3 Yrs. as a recruiter, and 6 months - 1 year exp. in relevant industry.

Salary:

According to Industry Standard