



Job Title: HR Associate

Location: Mumbai, India.

What we do:

Hoot360 is a Consulting, Branding & Marketing Services organization which caters to a cross section of industries and companies helping them achieve their business goals through effective marketing with a primary focus on digital & social media marketing and inbound marketing.

We deliver end to end solutions in a transparent and effective cost plus success based incentive model. Our success is dependent on the successful achievement of business objectives.

Here's what you'll do:

- Managing end to end recruitment cycle i.e Sourcing, screening, short listing candidates and scheduling interviews.
- Posting jobs on various portals
- Follow up with candidates based on further updates
- Responsible for negotiation, paper work etc
- Conducting performance review
- Resolving employee queries
- Maintain employee data i.e leave, personal data in master database.

What we expect:

- 1+ years of experience in HR (recruitment & Performance management)
- Bachelors degree with relevant experience or MBA graduate
- Should have good communication, convincing and negotiation skills.
- Should have ability to deliver results and can work under pressure
- Should have ability to research and work around different recruiting techniques that will drive great results

What is in it for you?

- We are offering an annual package in the range of INR 1,44,000 - INR 2,16,000, however there is no constraint for the right candidate and the appropriate commitment
- You will work with a highly motivated team of young digital marketing, content writing and design professionals
- You will get exposure to a multiple and wide range of industries to work with.
- You will take an active role in creating marketing communications which will drive our client's business and in doing so drive our own business
- Our friendly yet focused approach to work promises a lot of fun times
- And yes we have a free and open pantry to satiate not just your creative hunger

Interested candidates ready to take the big leap can forward your resumes and portfolios directly to careers@hoot360.in