

## Job Description HR Coordinator

<b>Important Note</b>	<i>All Benefits and Perks like Stipend / Salary will be subjected to Functional Target Achieved by you as an employee / intern during employment or Internship period.*</i>
<b>Interview Rounds</b>	Round I: - Written Test Based on Job Description Files Provided By HR. Round II :- Personal Interview.
<b>Job Types</b>	Full-time, Part-time, Fresher, Internship, Freelancer
<b>Benefits &amp; Perks</b>	<ul style="list-style-type: none"> <li>• Experience Certificate / Letter Of Recommendation For Interns / Freelancers</li> <li>• Salary Or Stipend</li> <li>• Performance Bonus</li> <li>• Timely Promotion</li> </ul>
<b>Preferred Candidate Location</b>	Candidates who can relocate to Bangalore. Work From Home or Own City allowed after Joining & Induction. Final decision about work from home is reserved by management.
<b>Take Home Salary Range For All Positions</b>	Rs. 15,000/- To Rs. 25,000/- (Negotiable For Right Candidate).
<b>Functional Target</b>	<ol style="list-style-type: none"> <li>1. Total No of Interns or Employees (Minimum 3 To 25) to be recruited by HR Coordinator after joining. No. Of Recruits is linked to take home salary / stipend / other benefits &amp; Perks.</li> <li>2. Recruited Candidate must be WORKING. That Means candidate should WORK and not leave the internship / job after document submission &amp; Joining. Such candidates will not be counted in functional targets.</li> </ol>
<b>Stipend Range For Interns</b>	Rs. 6,000/- To 9,000/- For Interns (We calculate and issue the stipend even if the complete target is not achieved but the intern must achieve more than the functional target required for Certificate & LOR.)*
<b>Work Location</b>	Bangalore Office / HYBRID / College Incubation Center / Work from HOME / Online. Candidates can work from home after selection.
<b>Internship Duration</b>	Minimum 1 Month To 6 Months (Can be Extended Based on performance)
<b>Employee Minimum Service Period</b>	1 Year
<b>Employee Probation Period</b>	3 Months (Can be extended up to 6 months)
<b>Working Hours</b>	Flexible. Minimum 2 To 8 Hours
<b>Project Skills &amp; Qualifications Required</b>	<p>❖ <b>Non Technical Position</b></p> <p>All Students Pursuing Degree / Post Degree, Any Graduate, Digital Marketing,</p>

Social Media Marketing, Email Marketing, Any Graduate, Digital Marketing, Social Media Marketing, Email Marketing, MS Office, Email Marketing, Excellent Communication Skills, Talent Acquisition Skills, Target Oriented Approach.

## Detailed Roles & Responsibilities

Position Title :- **Human Resource Coordinator**

- Post & Promote the details of the available positions using Social Network as well as Social Media Portals / Digital Applications.
- Search and collect the details of Candidates willing to join BuziBrAIns . Candidate List / Data Will NOT be provided. Recruiter needs to collect candidate details on their own.
- Analyze candidate's talents and calibers to guide them through the best suitable position with BuziBrAIns .
- Explain the benefits and perks to applicant / candidate and encourage him/her to join the organization. Clearing the queries if candidates have any.
- Be responsible for completion of joining process of new joinee by sharing detailed recruitment process with Candidate.
- Conduct the interview and complete the joining formalities for the selected candidates including document submission the candidate.
- Achieve functional targets in terms of the number of recruits as well as the contributing towards the company's growth.

## Important Terms & Conditions Applicable To All Staff

1. Packages include Take Home Salary For Candidate not the CTC. *All Packages are negotiable and discussed during the interview.*
2. Job profile & Responsibilities may vary time to time depending on the candidate's skills and company's requirements.
3. Employees joining us should sign the undertaking for "Minimum Service Period".
4. Candidates should be flexible enough to relocate to other parts of India in case if required.
5. Candidates should be adoptive and willing to learn A.I.M.S.(Artificial Intelligence Management System).
6. Candidates should be hardworking and willing to travel to the customer place in the required scenario.
7. The decision for the On Job Training (OJT) and other skills enhancement workshops will be taken by the Regional Reporting Head Of Company.