

## **JOB DESCRIPTION OF HR EXECUTIVE**

<b>About OPJU</b>	Founded by the Jindal Education and Welfare Society, OP Jindal University (OPJU) was set up to bring high quality education to its students based on a world class curriculum, the latest teaching methodology and committed faculty members. The multidisciplinary university aims to develop young professionals and future leaders who will not only power growth and development in the state, but also make a mark globally.
<b>Industry</b>	Higher Education
<b>Post/ Job Title</b>	<b>HR Executive – Talent Acquisition (Female Preferred)</b>
<b>Job Type</b>	Regular
<b>Reporting to</b>	Registrar/Departmental Head
<b>Job Location</b>	Punjipathra, Raigarh (CG)
<b>No. of Position</b>	One (01)
<b>Role</b>	<ul style="list-style-type: none"> <li>The role of an HR Executive involves various responsibilities related to Recruitment - finding, screening, and hiring candidates for the University. Their duties include sourcing candidates, screening resumes and conducting initial interviews and negotiating salaries and benefits with candidates.</li> </ul>
<b>The role comes with the following Responsibilities</b>	<ul style="list-style-type: none"> <li><b>Job Requirements Analysis:</b> Collaborate with department heads to understand their staffing needs and job requirements. Develop detailed job descriptions and specifications for each position.</li> <li><b>Sourcing and Attraction:</b> Utilize various sourcing methods, such as job portals, social media, networking, and referrals, to identify potential candidates. Create compelling job postings and advertisements to attract qualified candidates.</li> <li><b>Candidate Screening:</b> Review resumes and applications, conduct preliminary screenings, and assess candidate qualifications and suitability for the position. Conduct phone or in-person interviews to evaluate candidates' skills, experience, and cultural fit.</li> <li><b>Interview Coordination:</b> Schedule and coordinate interviews between candidates and interview panels. Provide guidance and support to both candidates and hiring teams throughout the interview process.</li> <li><b>Candidate Assessment:</b> Administer and evaluate pre-employment assessments, tests, or other screening methods to assess candidates' skills, aptitude, and compatibility with the role and organization.</li> <li><b>Background Checks and References:</b> Conduct background checks and verify candidate references to ensure the accuracy of provided information and assess candidates' integrity and professionalism.</li> <li><b>Offer Negotiation and Onboarding:</b> Facilitate the offer process by extending offers to selected candidates and negotiating compensation packages. Collaborate with other departmental heads and onboarding, to ensure a smooth transition for new hires.</li> <li><b>Talent Pipeline Management:</b> Build and maintain a strong talent pipeline by proactively sourcing and networking with potential candidates, even when there are no immediate job openings.</li> <li><b>Stay Updated on Recruitment Trends:</b> Stay informed about the latest recruitment trends, techniques, and best practices. Continuously improve recruitment processes and strategies to attract top talent.</li> <li>Any other responsibility assigned by the authority time to time.</li> </ul>



**OPJU**

UNIVERSITY OF STEEL TECHNOLOGY  
AND MANAGEMENT

<b>Eligibility Criteria (Education &amp; Experience)</b>	<ul style="list-style-type: none"><li>• Education: A Post Graduation degree in Human Resources Management, Business Administration (MBA will be preferred) from reputed Institution/University.</li><li>• Experience: Prior experience in recruitment or talent acquisition is usually preferred.</li><li>• Minimum 0-3 years of proven experience in the relevant field/similar academic institutions and preference will be given to candidates proficient in Drafting skills.</li><li>• Strong organizational ability in handling wide ranging tasks and detail oriented.</li><li>• Excellent communication skills – Verbal &amp; Written.</li></ul>
<b>Salary &amp; Benefits</b>	Salary is not a constraint for the deserving candidate, and other benefit like medical insurance, gratuity, GPAI etc. as per the norms of the University.