



INVESTOSURE

INVEST WITH PEACE

HR Recruiter

About Company:-

Investosure is a trade mark registered under the name of HNS Pro Solutions Pvt Ltd Venture. We started as a proprietor firm in 2010 as private fund lender organization with a single branch in Sonipat, Haryana. In 2012, we entered insurance sector and mutual funds marketing. By 2014, we were able to provide our clients with various investment options and avenues.

Now, we have grown to a team of more than 250+ members across 5 locations in Delhi NCR. Our motive is to provide financial stability and security to individuals.

Our Services:-

Customized and tailor made services for everyone.

1. **Wealth Creation:** We help you grow your money; we make your money to work for you. You don't need to worry about it.
2. **Protection:** Analysis of risk and taking measure to avoid/minimize the effect is our expertise. With our services, you can be at ease and enjoy your life.
3. **Retire in style:** want to travel across the world, take up any hobby, or start an start up whatever you want to do, we will ensure that you can enjoy your life after retirement to fullest.

Website:- www.investosure.in

Job Profile:- Human Resource

We are searching for a committed, deadline-driven candidate to join our excellent team. The candidate will complete all tasks assigned by the Senior, which may include conducting market research, identifying business opportunities, managing email campaigns, making cold calls, participating in meetings, and assisting the department wherever possible.

Key Responsibilities:-

Working closely with the Manager or assigned staff member and completing all allocated tasks. Conducting desktop research or gathering information through surveys or by speaking to clients and staff. Attending and participating in meetings, workshops, events, and exhibitions.

- Update our internal database with new employee information, including contact details and employment forms.
- Screen resumes and application forms.
- Gather payroll data like leaves, working hours and bank account details.
- Schedule and confirm interview with candidates.
- Address employee queries about benefits.(like number if remaining vacations)
- Participate in organizing company events and career days.
- It's going to be core recruitment profile.

Eligibility:-

Students pursuing BBA/MBA with Strong analytical skills and a desire to work with people, as well as excellent communication and interpersonal skills to work.

Within this people-oriented business would be preferred.

Interview Process:-

Interview conducted in 2 rounds:

- **HR Round**
- **Operations Round**

Salary Package:-

Salary Package will be 1.8 to 3.2 Lakh Per Annum (subjected to successful completion of training and first three months of probation period).

Location: Work from Office

Thanks for connecting with us!!

Investosure

