

Job Description Human Resource Coordinator

Important Note

- Please note there are Two Salary / Stipend Structures for all Employees / Interns :
  - A. **Target Based Salary / Stipend Structure:** All benefits and perks, such as stipend or salary, will be subject to the monthly functional targets achieved by you as an employee or intern during the employment or internship period. Delay in Monthly Functional Targets Achieved by Employee / Intern will lead to Delay in Salary / Stipend by BuziBrAIns.
  - B. **Fixed Salary / Stipend Structure:** Candidates who clear the interview rounds with excellent grades might be exempted from the functional target salary structure. Such candidates will be considered under a **Fixed Salary structure**, with separate rules explained at the time of joining.
- Working mode (work from home, hybrid, or work from office) will be mutually decided by the candidate and the reporting head or team coordinator. The number of days the candidate needs to come to the office will be decided mutually after the candidate starts working.
- Employees / Interns joining us should sign the undertaking for “**Minimum Service Period**”. Candidates who do not want to sign a bond or undertaking for a minimum service period may opt for an OPEN JOINING type. Details will be provided after selection. **Open Joining is allowed ONLY for Certain Positions.**

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.

Interview & Joining Process	Interview & Joining Process Will be As Follows: 1. JD & Position Re verification by our HR.
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	<p>2. Round I: Written Test Based On JD PDF &amp; Management Topics.</p> <p>3. Round II: Personal Interview (Over Call / Online Meet).</p> <p>4. Salary / Stipend Structure Discussion with Functional Target &amp; Joining Types Clarification.</p> <p>5. Documents Submission depending on the joining type selected by candidate.</p> <p>6. Start of Work</p>
<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</li> <li>• 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>	Candidate Willing To relocate to Bangalore / Work From Client Location / Own City.
<b>Take Home Salary Range</b>	<p><b>₹ 15,000/- To ₹ 25,000/- Per Month - (Negotiable For Right Candidate).</b></p> <p><b>CTC Range For Full Time : ₹ 2.00 Lacs To ₹ 4.00 Lacs Per Annum - (Negotiable For Right Candidate).</b></p> <p>Please note CTC &amp; Take Home Salary will different. You can Search On Internet to know the difference as these are general terms.</p>
<b>Monthly Functional Target</b>	Minimum 2 To 5 A.I.M.S. CRM / ERP Projects Worth Revenue Amount Related to Take Home Salary accepted & agreed by Candidate while joining. Minimum Project Cost To be paid by the client for whom applications are developed should be Rs. 7,500/-
<b>Stipend Structure Interns</b>	<ul style="list-style-type: none"> <li>• <b>Fixed pay: ₹ 3,000 - ₹ 9,000 /Month</b> Subjected to Interview Result &amp; Fixed Salary Structure Rules</li> <li>• <b>Incentive pay: ₹ 3,000 - ₹ 9,000 /Month</b> Subjected to Monthly Performance Evaluation</li> </ul> <p>(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 &amp; LOR.)*.</p>
<b>Work Location</b>	Bangalore Office / Client Location / 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>	<b>1 Year in General For Full Time Employees</b>
<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;</b>	All Students Pursuing Degree / Post Degree, Any Graduate, Digital Marketing, Social

Qualifications Required	Media Marketing, Email Marketing, MS Office, Excellent Communication Skills, Talent Acquisition Skills, Target Oriented Approach.
<div><div>General Terms &amp; Conditions For All Staff</div><div><ul style="list-style-type: none"><li>• Packages include Take Home Salary / Stipend For Candidate not the CTC. <i>All Packages are negotiable and discussed during the Interview &amp; Joining Process.</i></li><li>• Job profile &amp; Responsibilities may vary time to time depending on the candidate's skills and company's requirements.</li><li>• All newly joined Interns / Employee are expected to learn and use A.I.M.S. with the help of self-learning material and guidance from the reporting head or team coordinator.</li><li>• Candidates should be hardworking and willing to travel to the customer place in the required scenario.</li><li>• Candidates should be flexible enough to relocate to other parts of India in case if required.</li><li>• The decision for the On Job Training (OJT) and other skills enhancement workshops will be taken by the Regional Reporting Head Of Company.</li></ul></div><div>*****</div></div>	