City Name, State Name (List main cities of India or add a button to add cities as shown in the following images)

Delhi, Delhi

Noida, Uttar Pradesh

Gurugram, Haryana

New Delhi, Delhi

Gurgaon, Haryana

🔴 City is mandatory

Job Benefits (optional)

Cab +   Meal +   Insurance +   PF +   Medical Benefits +   Add more +

After clicking add more button, type the text you want to add and click add button. Also there should be option to add more than one place in the same city.

Cab +   Meal +   Insurance +   PF +

e.g Breakfast, gym, childcare, etc   + Add

Cab +   Meal +   Insurance +   PF +

Accomodation   + Add

Cab +   Meal +   Insurance +   PF +   Medical Benefits +   Accomodation ✕

e.g Breakfast, gym, childcare, etc   + Add

"Add more" Button is required in almost all the fields.

Also Save added texts to their respective field scroll history

Job locality (Add button to add local areas of the city)

Choose City *

Delhi   ⌄

Job Locality *

Try sector 132, etc.   ⌄

Required Experience (Min. 0 to 10 years), also "only freshers can apply" option with tick button, clicking tick button will remove/blur experience level selection.

Required Experience *

Min exp.   ⌄   to   Max exp.   ⌄

☐ Only freshers should apply/call

Required Experience *

☑ Only freshers should apply/call

Salary & Benefits

Fixed/Fixed+Incentives/fill option

Salary & benefits *

(Fixed)   (**Fixed + Incentives**)

Salary details/ monthly ⓘ   Incentives

₹ e.g. 10,000   to   ₹ e.g. 50,000   +   ₹ e.g. 10,000

Job benefits like cab,meal,insurance,pf,medical,add more+

Job skills like cold calling, computer knowledge, payroll management, talent acquisition/sourcing,HRMS, add more+ (according to profile)

Job Benefits (optional)

Cab +   Meal +   Insurance +   PF +   Medical Benefits +   Accomodation ✕   Add more +

Job Skills (optional)

Cold Calling +   Computer Knowledge +   Payroll Management +   Talent Acquisition/Sourcing +

HRMS +   Add more +

Documents required (Pan card, Adhar card, bank account)

Job timings (input boxes or selection lists)

Working days (5 days/6 days)

Documents Required for this Job (optional)

PAN Card +   Aadhar Card +   Bank Account +

Job Timings *

09:00   🕐   to   18:00   🕐

Working Days *

5 days working   6 days working   Other +

Communication preference

tick button for (Allow candidates to call between 10 am to 7 pm on 9318400446(Edir))

tick button for (receive updates on WhatsApp from job hai)

Communication Preferences

☑ Allow candidates to call between 10:00 am - 07:00 pm on 9318400446 (Edit)

☐ Receive updates on 📞 WhatsApp from Job Hai
(You can opt-out anytime from the profile section)

Job description templete

⊟+ **Job Description** *

Suggested Template	Apply

We are looking for a **Job Title** to join our team **Company Name** to manage the full-cycle recruitment process for the organization. The tasks include identifying potential candidates, interviewing, and evaluating them. You will be responsible for updating job ads and conducting background checks of candidates. The position offers an in-hand salary of **In Hand Salary** and growth opportunities.

B *I* ≡ ≡

After clicking apply

Suggested Template	Apply

We are looking for a **Job Title** to join our team **Company Name** to manage the full-cycle recruitment process for the organization. The tasks include identifying potential candidates, interviewing, and evaluating them. You will be responsible for updating job ads and conducting background checks of candidates. The position offers an in-hand salary of **In Hand Salary** and growth opportunities.

B *I* ≡ ≡

We are looking for a **HR Recruiter** to join our team **[**company_name_label**]** to manage the full-cycle recruitment process for the organization. The tasks include identifying potential candidates, interviewing, and evaluating them. You will be responsible for updating job ads and conducting background checks of candidates. The position offers an in-hand salary of **₹2000 - ₹4000** and growth opportunities.

Key Responsibilities:
- Create and update job descriptions.
- Source and engage candidates via online platforms.
- Screen resumes, conduct interviews, and evaluate tests.
- Advertise openings on job portals and social media.
- Shortlist candidates and collaborate with managers to identify future hiring needs.

Job Requirements:
The minimum qualification for this role is **10th Pass** and **candidate must be a fresher**. Knowledge

Client name for which you are hiring (search box with add option)

Interview address of client

Your job details are saved...

Finish with Client details

Client for which you are hiring *

Sigma Solutions

Full Interview Address *
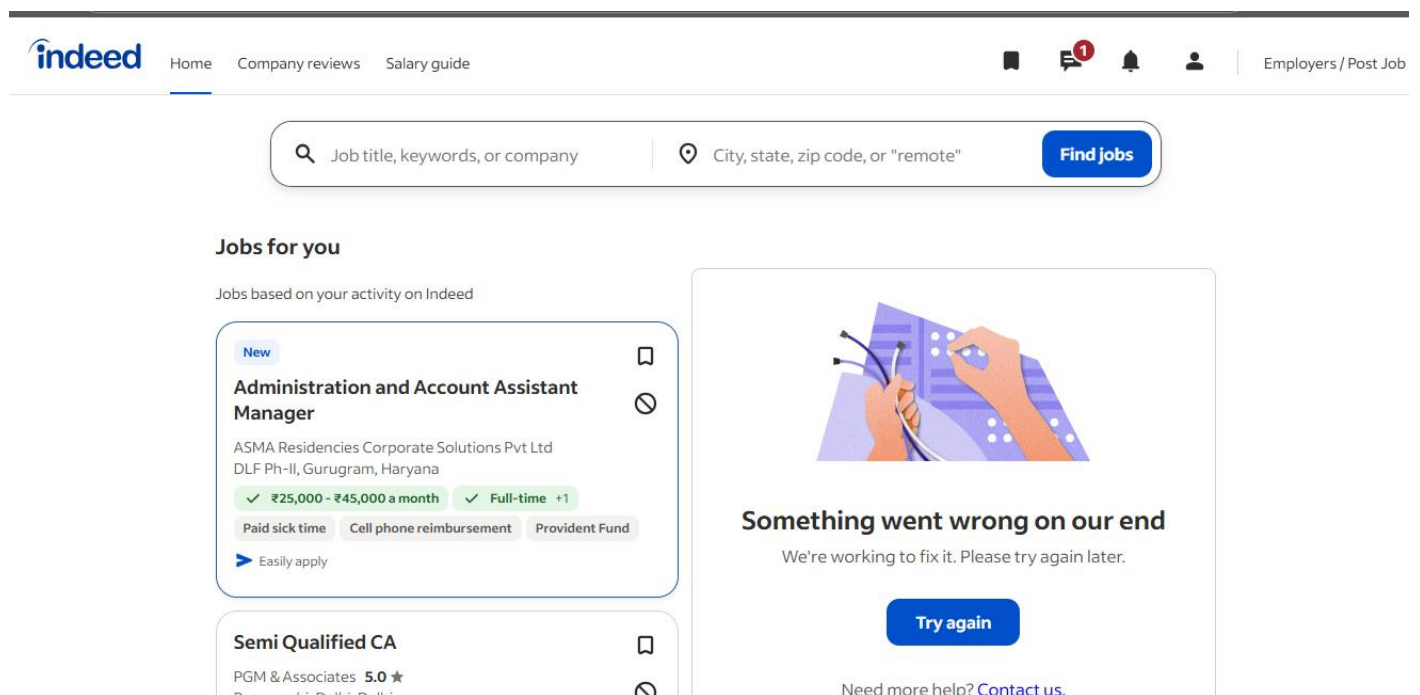
134, Sangam Vihar Delhi-110088

Continue

Post a job button on employer homepage after logging in employer id

In candidate section

after login, candidate must be dropped to homepage (homepage with job search box and similar jobs as applied/searched earlier must be listed just below the search box

indeed   Home   Company reviews   Salary guide   Employers / Post Job

Job title, keywords, or company   City, state, zip code, or "remote"   **Find jobs**

Jobs for you

Jobs based on your activity on Indeed

New

Administration and Account Assistant Manager

ASMA Residencies Corporate Solutions Pvt Ltd
DLF Ph-II, Gurugram, Haryana

✓ ₹25,000 - ₹45,000 a month   ✓ Full-time +1

Paid sick time   Cell phone reimbursement   Provident Fund

➤ Easily apply

Semi Qualified CA

PGM & Associates 5.0 ★
Peeragarhi, Delhi, Delhi

Something went wrong on our end

We're working to fix it. Please try again later.

Try again

Need more help? Contact us.

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Job types with categories to be added

1. Administration & Office Support

Administrative Assistant

Executive Assistant

Office Manager

Receptionist

Data Entry Operator

Scheduler

Secretary

2. Human Resources

HR Generalist

HR Manager

Talent Acquisition Specialist

HR Business Partner

Compensation & Benefits Analyst

Learning & Development Specialist

Employee Relations Manager

3. Finance & Accounting

Accountant

Financial Analyst

Controller

Auditor

Payroll Specialist

Accounts Payable/Receivable Executive

Tax Specialist

Account Manager

4. Information Technology (IT)

Software Engineer

IT Support Specialist

Network Administrator

Systems Analyst

Database Administrator

Cybersecurity Analyst

IT Project Manager

5. Sales & Marketing

Sales Executive
Business Development Manager
Business Development Executive
Marketing Coordinator
Digital Marketing Specialist
SEO Specialist
Product Marketing Manager

6. Customer Service

Customer Service Representative
Telecalling Executive
Technical Support Specialist
Client Services Manager
Customer Success Manager

7. Engineering

Mechanical Engineer
Electrical Engineer
Civil Engineer
Chemical Engineer
Project Engineer
Process Engineer
QA/QC Engineer

8. Healthcare & Medical

Registered Nurse (RN)
Physician
Medical Assistant
Pharmacist
Physical Therapist
Medical Coder
Lab Technician

9. Legal

Lawyer/Attorney
Paralegal
Legal Assistant
Compliance Officer
Contract Administrator
Legal Counsel

10. Education & Training

Teacher (Primary/Secondary)
Lecturer/Professor
Instructional Designer
Corporate Trainer
Academic Advisor
Curriculum Developer

11. Operations & Supply Chain

Operations Manager

Logistics Coordinator
Supply Chain Analyst
Warehouse Supervisor
Procurement Specialist
Inventory Controller

12. Manufacturing & Production
Production Worker
Machine Operator
Quality Control Inspector
Maintenance Technician
Plant Manager
Industrial Engineer

13. Construction & Skilled Trades
Construction Manager
Site Supervisor
Electrician
Plumber
Carpenter
Heavy Equipment Operator
HVAC Technician

14. Arts, Media & Design
Graphic Designer
Content Creator
Copywriter
Photographer
Video Editor
UI/UX Designer
Art Director

15. Hospitality & Tourism
Hotel Manager
Front Desk Agent
Housekeeping Staff
Travel Agent
Tour Guide
Chef
Event Coordinator

16. Transportation & Logistics
Truck Driver
Delivery Driver
Fleet Manager
Logistics Manager
Dispatcher
Supply Chain Manager

17. Real Estate & Property
Real Estate Agent
Property Manager

Leasing Consultant
Facilities Manager
Real Estate Appraiser

18. Science & Research
Research Scientist
Lab Technician
Clinical Research Associate
Biologist
Chemist
Environmental Scientist

19. Agriculture & Natural Resources
Agronomist
Farm Manager
Environmental Technician
Forestry Technician
Horticulturist

20. Public Sector & Government
Policy Analyst
Public Affairs Officer
City Planner
Social Worker
Law Enforcement Officer
Firefighter

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Job Skills to be added

Time management
Scheduling
Record keeping
Event coordination
Inventory management
Good communication
customer support
team collaboration
CRM
Accounting software
project management
Google workspace
Accuracy
Confidentiality
Critical thinking

problem solving

adaptability

planning

budgeting

strategy development

negotiation skills

policy development

labour laws

recruitment & selection

Employer branding

financial reporting

gst

tds

pf

esi

itr

audit

cost accounting

investment analysis

risk managemnt

excel

ERP

Tax tools

lead generation

cold calling

consultative selling

Customer relationship

digital marketing

campaign management

marketing automation
tools

SEO & SEM

data analysis

designing

presentation skills

Product positioning

Sales funnel optimisation