https://apricushrsolutions.com/jobs/hr-executive/

HR Executive

Hiring organization
Apricus HR Solutions

Employment Type
Full-time, Part-time

Duration of employment
6 Month

Industry
IT

Job Location
Remote work from: USA

Working Hours
9-5

Base Salary
20000

Date posted
March 31, 2026

Description

We are looking for a motivated and detail-oriented HR Executive to join Apricus HR Solutions. In this role, you will be responsible for managing end-to-end recruitment processes and supporting day-to-day HR operations. You will work closely with clients and internal teams to understand hiring needs, identify the right talent, and ensure a smooth onboarding experience. This position is ideal for someone who is passionate about human resources, enjoys interacting with people, and wants to grow in a dynamic and fast-paced environment.

Responsibilities

As an HR Executive, you will handle the complete recruitment lifecycle, starting from understanding job requirements to final candidate selection. You will coordinate with clients to gather hiring needs, source candidates through various platforms, and conduct initial screenings and interviews. Additionally, you will maintain candidate records, manage job postings, and ensure timely communication with applicants. You will also support onboarding activities and assist in improving overall HR processes to enhance efficiency and candidate experience.

Qualifications

The ideal candidate should have strong communication and interpersonal skills, with the ability to build relationships with both clients and candidates. You should be comfortable using job portals like Naukri and LinkedIn and have a basic understanding of recruitment tools and HR practices. Attention to detail, time management, and the ability to handle multiple tasks efficiently are essential for this role. A proactive mindset and willingness to learn will be highly valued.
A bachelor's degree in Human Resources, Business Administration, or a related field is required for this position. Candidates with additional certifications or training in HR or recruitment will have an added advantage. Freshers with strong communication skills and a keen interest in HR are also encouraged to apply.

Job Benefits

At Apricus HR Solutions, we provide a supportive and growth-focused work environment where employees are encouraged to learn and develop their skills. You will get exposure to diverse industries and clients, along with opportunities for career advancement. We also promote a healthy work culture that values collaboration, performance, and continuous improvement.

Contacts

Send your resume to: careers@apricushrsolutions.com
Subject line: Application for HR Executive