



Mobonair is a global mobile services specialist. We pride ourselves in our ability to provide a mobile services cloud for enterprises and mobile operators. Our entire portfolio is designed in-house and draws on our extensive experience, taking into account specific requirements of our clients and partners. Our regional approach coupled with dedicated development resource enables us to provide clients worldwide with carrier-grade quality, reliability and flexibility. For more information, visit our corporate web site at

[www.mobonair.com](http://www.mobonair.com).

As our business grows dally, we are seeking to recruit new members to join our team of enthusiastic and committed information technology experts.

We have an open position:

HR manager

Responsibilities:

Assist in the recruitment process from time to time.  
Roll out documents for the employees.  
Develop & maintain appropriate records and systems.  
Update Employee MIS, leave records etc.  
Addressing to the employee grievances  
Support all HR activities.

Handling administrative activities

. Responsible for coordinating,

Implementing the employees communication

Join Mobonair if you:

- Are sharp, goal-oriented, with a passion for driving business forward
- Are a team player
- Have strong verbal presentation and written communication skills
- Want to learn about new technologies

### **Who we are looking for**

Education:

(UG - Any Graduate - Any Specialization) AND (PG - MBA/PGDM - Any Specialization, HR/Industrial Relations)

- MBA in HR
- 2 to 3 years of experience in Non-IT recruitment at a successful and rapidly growing organization
- Sound experience and knowledge on job-portals searching such as Naukri, Monster, LinkedIn
- Bonus points if you have experience in Social-Media sourcing which includes creating Facebook campaigns
- Be impeccably organized with strong communication skills and an eye for detail
- A strong track record of performing against deadlines and meeting recruiting goals
- Go-getter with incredible work ethic

- Able to identify talent and match to the needs and culture of our organization
- Passionate about hiring and incredibly numbers driven

**What we offer**

- Incredible growth opportunities in one of the fastest-growing healthcare firms
- An incredible team of smart and supportive people
- First hand exposure to enterprise-recruiting strategy

We offer international and dynamic working conditions, challenging situations that allow personal and professional development. Mobonair encourages self-initiative and offers an environment where each staff member has an opportunity to learn and to be promoted based on his/her knowledge and work.