



**Dear All,**

**One Health Assist** is hiring for an **HR Executive** position, a healthcare-focused company dedicated to transforming patient and provider interactions. Learn more about the company at [www.onehealthassist.com](http://www.onehealthassist.com).

This is an excellent opportunity for HR professionals with 2–3 years of experience in recruitment and employee engagement, especially those who have worked on hiring for sales and non-IT roles.

**Role:** Human Resource Executive

**Department:** Human Resource

**Job Type:** Full-Time

**Location:** Jubilee Hills, Hyderabad

**Vacancy:** 1 Position

**Experience Required:** 2–3 years

**CTC:** ₹25,000 – ₹30,000 per month

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**Key Responsibilities:**

- Manage the complete recruitment cycle for Sales and Non-IT roles (job postings, sourcing, screening, interviews, offer negotiations).
- Coordinate with hiring managers to understand role requirements and define hiring strategies.
- Source candidates via job portals (Naukri, LinkedIn, Indeed), social media, and internal databases.
- Conduct initial screenings for cultural and skill alignment.
- Schedule interviews and maintain communication with candidates.

- Maintain and update records in the applicant tracking system (ATS).
  - Build a strong candidate pipeline for current and future roles.
  - Prepare reports on recruitment metrics and hiring trends.
  - Assist in onboarding and employee engagement initiatives.
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**Eligibility Criteria:**

- Bachelor's degree in HR, Business Administration, or a related field
- 2–3 years of experience in recruiting for Sales and Non-IT roles
- Strong sourcing, screening, and communication skills
- Proficient with HR tools, job portals, and ATS systems
- Able to thrive in a fast-paced, target-driven environment