



● FOR EMPLOYERS

Give us the requirement. Then relax. We handle the hiring.

HRJI runs recruitment from start to finish. Role intake, targeted sourcing, candidate outreach, initial screening, basic claim checks, interview coordination, offer negotiation, joining follow up and replacement support. Your team spends time only on candidates who are already aligned.

EXECUTION STACK

What HRJI takes off your plate

- 01 Search the right market
- 02 Screen before sharing
- 03 Coordinate interviews
- 04 Negotiate expectations
- 05 Drive joining closure
- 06 Replace if needed

No random CV forwarding.

Only aligned, workable shortlists reach your table.

How a requirement moves with HRJI

Share the brief → Aligned shortlist → Right interviews → Confident selection → Joining

10+

years in recruitment

10,000+

candidates placed

100+

companies served

60 day

replacement cover

Primary promise. Your requirement moves from brief to shortlist to interview to joining with one accountable partner.



POSITIONING

Not a CV vendor. A hiring **execution** partner.

Most hiring delays are not caused by a shortage of resumes. They come from weak filtering, poor follow up, scheduling gaps and late stage salary or joining surprises. HRJI is built to reduce those failure points before they reach your interview table.

What companies usually face

- Irrelevant resumes and wasted interviews
- Candidates who are not serious or available
- Salary mismatch discovered too late
- No shows, delays and poor coordination
- Selected candidates who do not join

What HRJI takes ownership of

- Requirement clarity before sourcing starts
- Role fit and budget fit screening
- Candidate reminders and coordination
- Negotiation support before and after interviews
- Joining follow up and replacement support

01 Shortlists with context

You see why each candidate fits, with salary, notice period and availability, not just what is on the CV.

02 Candidate control

Candidates are kept warm, informed and professionally managed between every step.

03 Confidential searches

Sensitive, replacement and leadership hiring can be run without public exposure.

04 Multi industry coverage

Sales, operations, admin, finance, technical, retail, healthcare and more.

HRJI in one line. Reduce hiring friction, save leadership time, improve interview quality and increase the probability of joining.

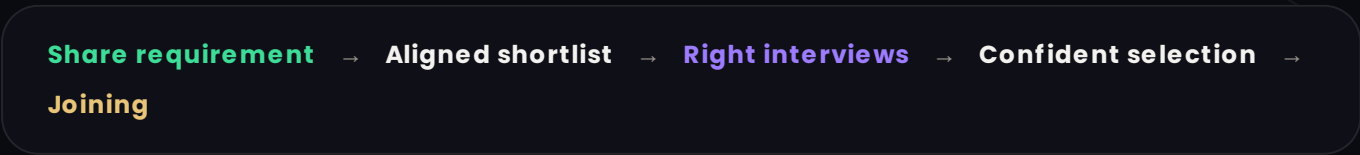


THE PROCESS

You share the requirement. We manage the rest.

One controlled path from brief to joining. HRJI owns search, screening, interview movement, negotiation and joining protection, so your team only makes hiring decisions.

- 01 Requirement intake** Role, budget, location, urgency, experience, language, shifts, reporting line and must have skills are clarified.
- 02 Targeted sourcing and outreach** We reach out to the right candidates through our database, network, referrals and focused market search.
- 03 Initial screening, free of cost** We screen fit, communication, experience relevance, skill set, salary and availability before any profile is shared.
- 04 Basic background checks** We validate experience, CTC and skill claims through available documents and candidate disclosures.
- 05 Candidate negotiation** We align salary, location, notice period and seriousness on your behalf, before your interview time is used.
- 06 Interview coordination** We arrange the right interview, coordinate with the candidate and make sure they reach on time.
- 07 Negotiation after the interview** We collect feedback, manage next steps and move the selected candidate toward a clean offer.
- 08 Offer and joining** We make sure the candidate shows up on the joining date and we take structured feedback.
- 09 Retention and replacement** We follow up so the candidate stays. If they leave within 60 days, we provide a replacement at no extra cost.





BUSINESS IMPACT

Less chasing. More hiring closure.

This is the business owner view. Fewer wasted interviews, protected leadership time and stronger candidate control until the day of joining.

01 Leadership time saved

No more chasing cold CVs, unresponsive candidates or weak interview follow ups. Your team reviews serious, aligned people only.

02 Higher interview quality

Profiles are filtered for role fit, salary band, notice period, location feasibility and seriousness before sharing.

03 Negotiation control

CTC, joining timeline and candidate expectations are aligned early, reducing offer stage surprises.

04 Joining confidence

The process stays managed after selection with follow up, feedback and 60 day replacement support.

Client promise. HRJI does not sell resumes. HRJI delivers hiring execution. Better shortlists, stronger coordination, cleaner negotiation and improved joining outcomes.



INDUSTRY COVERAGE

Recruitment across major industries.

Jewellery remains a strong vertical for HRJI, and our hiring support goes far beyond it. We recruit across business, operations, sales, admin, technical, finance, retail, healthcare and support roles.

01 Jewellery and diamond

Design, production, merchandising, sales, accounts, technical and workshop roles.

02 Healthcare and pharma

Clinical, admin, sales, front desk, operations and support hiring.

03 Hospitality and QSR

Restaurant, hotel, shift operations, customer facing and back end roles.

04 Real estate and construction

Sales, site coordination, administration, accounts and operations.

05 BFSI and finance

Sales, relationship, operations, accounts, back office and support.

06 IT and software

Technology, support, digital, implementation and business roles.

07 Manufacturing

Production, quality, maintenance, supervisors, plant and admin roles.

08 Retail and luxury

Store staff, sales, category, merchandising and customer experience.

09 Logistics and supply chain

Warehouse, dispatch, coordination, operations and fleet support.

10 Facility and operations

Admin, facility, maintenance, front office and field teams.

Not seeing your sector? Share the requirement anyway. If the role has a clear profile, salary band and hiring need, HRJI can assess the search and respond with an honest hiring direction.



ROLES AND FUNCTIONS

From front line hiring to leadership search.

HRJI can support one urgent vacancy, a confidential replacement hire or multi role hiring drives across departments.

Sales and Business Development

- Sales Executive
- BDM and BDE
- Relationship Manager
- Inside sales
- Field sales

Operations and Admin

- Operations Manager
- Back office
- Coordinator
- Front desk
- Facility staff

Finance and Accounts

- Accountant
- Accounts Executive
- Billing
- Cashier
- MIS and reporting

HR and Support

- HR Executive
- Recruiter
- Payroll support
- Customer support
- Office admin

Technical and Engineering

- Technician
- Engineer
- Maintenance
- Machine operator
- Quality control

Leadership and Specialist

- Department Head
- Branch Manager
- Senior Manager
- Specialist roles
- Confidential search

Jewellery specialist strength remains included. PD Head and PD Executive, Manual, Coral and CAD Designers, Production Manager, Merchandiser, Jewellery Sales, BDM and BDE, Tools Specialists, Machine Technicians and Engineers, Wax Setter, Polisher, Ghat, Fillers, Back Office, Accounts and more.



SERVICES

Hiring solutions built around **business outcomes.**

Use HRJI when you need a recruitment partner to run the search, manage the process and protect joining, not just send resumes.

01 Permanent recruitment

Capability led shortlists for long term hiring across departments and seniority levels.

02 Executive and confidential search

Discreet search for leadership, senior, specialist and replacement positions.

03 Bulk hiring drives

Structured recruitment for multiple openings without losing coordination discipline.

04 Contract staffing and RPO

Flexible staffing and recruitment process support when speed or bandwidth matters.

05 Interview and selection support

Scheduling, reminders, feedback collection and offer stage assistance.

06 Payroll and onboarding

Support after selection so joining does not collapse at the last stage.

07 Confidential replacement hiring

Quietly replace sensitive positions without exposing your internal situation.

08 Post selection support

Negotiation, joining follow up and replacement window support after selection.

The result. Your HR team and business heads spend less time chasing candidates and more time interviewing people who can actually join.



ENGAGEMENT AND FEES

Simple terms. **Strong delivery.**

A commercial model that business owners and HR teams can understand, approve and start with quickly.

Professional fee for selected candidates

8.33% of annual salary or CTC

Covers sourcing, screening, coordination, negotiation and joining support under agreed hiring terms. You pay for outcomes, not for sending resumes.

INITIAL SCREENING

Included

Role fit, salary, notice period and availability checked before sharing.

PAYMENT TERMS

30 days

Payment as per agreed commercial terms after candidate joining.

REPLACEMENT COVER

60 days

Eligible placements include replacement support within 60 days.

CANDIDATE FEE

Zero

HRJI does not charge job seekers for placement support at any stage.

DELIVERY MODEL

Full cycle

From intake to joining follow up with one accountable recruitment team.

CONFIDENTIALITY

Protected

Client names and hiring data are treated as private, often under NDA.

What is included. Requirement consultation, sourcing, outreach, screening, basic claim checks, shortlist notes, interview coordination, negotiation support, joining follow up and replacement window support.



● **START HERE**

Send the requirement. We will take it from there.

Copy this checklist into WhatsApp or email. A clear brief helps HRJI move faster with relevant candidates and a practical hiring plan.

Requirement details to share

- | | |
|--|--|
| 1 Company name and hiring contact | 2 Position title and number of openings |
| 3 Job location and work mode | 4 Salary range or budget |
| 5 Experience required and must have skills | 6 Notice period accepted and target joining date |
| 7 Interview process and decision maker | 8 Any confidentiality requirement |

Suggested message to send

Hi, sharing the HRJI Consultancy company profile. HRJI supports multi industry hiring across sales, business development, operations, finance, admin, technical, healthcare, retail, hospitality, manufacturing, logistics and jewellery roles. Share your requirement and the HRJI team will manage sourcing, screening, coordination, negotiation and joining follow up.



Founding Team, HRJI

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SUBMIT REQUIREMENT