

Job Description

Responsibilities:

1. Understand company's hiring needs.
2. Ability to do IT as well as Non IT Recruiting.
3. Understanding the requirements of hiring managers
4. Develop and incorporate an effective recruitment strategy.
5. Produce and update job specifications.
6. Post job ads on the company's website, social media channels, and relevant job boards. (Naukri, Monster, LinkedIn search, Boolean search, X-ray search, Instahyre, etc.)
7. Attracting candidates through various channels
8. Evaluate resumes, cover letters, and job applications.
9. Perform interviews and evaluate the candidates' skills, knowledge, and experience.
10. Scheduling interviews by coordinating with candidates and hiring managers.
11. Follow up with shortlisted candidates and update the company's internal records.
12. Be a point of contact between the candidate and the company during the selection process.
13. Negotiating job offers and compensation packages with candidates.
14. Staying updated about hiring trends and best practices.

Qualifications:

1. Minimum 3+ years of relevant work experience into recruitment (IT/Non-IT hiring)
2. MBA in HR preferred.
3. Strong communication and interpersonal skills
4. Ability to assess and evaluate candidate qualifications.
5. Ability to negotiate and close deals with candidates.
6. Time management skills.
7. Ability to build and maintain relationships with hiring managers.

Role: Senior Recruiter

Industry Type: Recruitment / Staffing

Department: Human Resources

Employment Type: Full Time, Permanent

Role Category: Recruitment & Talent Acquisition

Education

UG: Any Graduate