



Job Title:

Sr. Recruitment Executive/ Recruitment Executive

Key Responsibilities Areas:

- Management of a complete recruitment life cycle for identifying the best talent from diverse sources.
- Handling full life cycle of full-time IT & Non-IT recruitment process, end-to-end recruitment.
- Niche hiring & critical search assignment.
- Work very closely with founders/hiring managers to ensure a proper understanding of the needs of the manager and the requirements and expectations of the job.
- Manage the recruitment process and life cycle, including initial assessments, interviews, and offers.
- Explores the market best practices in recruitment and staffing and implements appropriate best practices in the organization.
- Sourcing the best talent through Internal Database, Job Portal, Head Hunting, References, Advertisements, Networking Sites, etc.
- Recommend ways to optimize and showcase the employer brand by positioning the company as a great place to work to attract, engage, and hire the best candidates.
- Managing salary negotiation, offer preparation, background verification, etc.
- Person should be outgoing and ready to meet the potential senior management candidates.
- Vendor Management.

Key Skills:

- Should have 2+ years of experience in Recruitment/Talent Acquisition.
- MBA graduates, preferably in HR
- High energy, action bias, and positive attitude
- Excellent verbal and written communication skills.
- Should have experience in the complete life cycle of recruitment from Sourcing to Onboarding.
- Great with documentation
- Should be able to handle multiple requirements simultaneously.
- Efficiently manage the recruitment process and was actively involved in each phase of it.