



Job Description:

Lateral & IT Recruiter

Roles & Responsibilities

- Manage end to end recruitment lifecycle for designated requirements from the empanelled Clients. This includes sourcing, screening & interviewing candidates
- Sourcing candidates from Job Portals, screening them as per client requirement, scheduling interviews for the shortlisted candidates, documentation for the selected candidates and onboarding them in the client company
- To work with the account managers in closing designated client requirements and meeting individual targets
- Submit weekly, monthly and annual reports on recruitment activities
- Buddy with the new joined recruiters, and hand hold them for training. Help the junior recruiters with their real time recruitment queries. Client co-ordination for requirements and candidate feedbacks
- Research and implement creative new processes and procedures to increase efficiency in recruiting within the team
- This is a target based job, achieving the given targets every month is expected from the employee, to justify his/her salary.

Qualification:

Any Graduate / Post Graduate / Pursuing Graduation

Job Type:

Full Time, Work from Office

Job Location:

Koregaon Park, Pune