



## **Job Description:**

### **Senior HR 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. Co-ordinate for client in house drives. Client co-ordination for requirements and candidate feedbacks
- Research and implement creative new processes and procedures to increase efficiency in recruiting within the team
- Monitor and supervise the junior recruiters
- 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