

Job Description:

- Handling end-end recruitment (Screening, shortlisting, conducting initial telephonic discussion, processing to client)..
- Requirement Understanding & Identifying their needs..
- Understanding all specific technical skills which require..
- Sourcing resumes from various sources Employee Referrals, job portals, ads and company website job postings..
- Screening the candidates through telephonic conversation, for their communication skills, personality profile and attitude for the assignment..
- Handling all the requirements for all the levels.
- Negotiating the Salary according to Company Standards..
- Follow-Up the short-listed Candidates till they join the Company..
- Closing many critical requirements in Multinational Companies..
- Should be Familiar with complete life cycle of the recruitment process.
- Ultimately, the responsibilities of the Recruiter are to ensure our company attracts, hires and retains the best employees while growing a strong talent pipeline