



## HR – Internal Recruitment

- Should know End to End recruitment Life Cycle to manage the full recruiting life cycle across a variety of open roles helping management to find, hire, and retain quality talent.
- Develop and update job descriptions, job specifications and postings to different platforms.
- Assess applicants resume for relevant knowledge, skills, soft skills, experience and aptitudes.
- Multitasking, self-motivated and can work in a fast paced environment.
- Strong Sourcing techniques.
- Should have good Oral and written communication skills.
- Should have hands-on experience in handling Recruitment Permanent or Contract positions.
- Strong in using leading job portals Naukri & Monster.
- Strong in Searching Techniques / Sending Mass Mails / Job Postings
- Strong willingness to build career in Recruitment

### **Experience and must have skills**

- Should have 1+ years of Recruitment experience
- Excellent multitasking skills
- Proficiency in using MS Office
- Strong problem-solving skills
- Great interpersonal skills
- Ability to work well in a team environment
- Strong oral and written communication skills
- Good time-management skills

**Qualification:** Any Graduate

Job Location : Bangalore