



Non-IT Recruiter - Fresher/Experienced

- Should have interest in Non-IT Recruitment.
- Should have good Oral and written communication skills
- Should be proficient with MS Office tools like Excel, Word, Outlook and basic computer skills.
- Proactively source candidates through channels: Job portals Naukri & Monster, Social media - Linked-In and other Databases.
- Screening & shortlisting of resumes and initial Interview scheduling.
- Assess applicants resume for relevant knowledge, skills, soft skills, experience and aptitudes.
- Planning, coordinating & executing the recruitment and selection process.
- Should be ready to take pressure and meet targets.
- Develop and update job descriptions, job specifications and postings to different platforms.
- Strong willingness to build career in recruitment area.
- Result oriented and ability to build strong professional relationship.
- Ability to work independently and multi task in a fast-paced environment.
- Should have good convincing and negotiable skill.
- Strong team player and pro-active.

Must have skills

- 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