



City:- Pune.

+91-7301-05-7070

[contact@workaholik.com](mailto:contact@workaholik.com)

<https://workaholik.in/>

Offices 501-530, 5th Floor, Sohrab Hall, Pune 411001

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Job Title: HR Recruiter

Job Description:

As an HR Recruiter, you will play a pivotal role in sourcing, attracting, and selecting top talent to meet the staffing needs of the organization. Your responsibilities will involve executing end-to-end recruitment processes, building relationships with candidates, and collaborating with hiring managers to ensure a seamless and effective hiring experience.

Key Responsibilities:

**Talent Acquisition:** Develop and implement effective recruitment strategies to attract and hire qualified candidates for various positions within the organization.

**Job Posting and Advertisement:** Create compelling job descriptions and post them on relevant job boards, social media platforms, and other channels to reach potential candidates.

**Candidate Sourcing:** Utilize various sourcing methods, including online job portals, social media, networking, and referrals, to identify and engage potential candidates.

**Screening and Shortlisting:** Review resumes, conduct initial phone screenings, and shortlist candidates based on job requirements and organizational fit.

**Interview Coordination:** Coordinate and schedule interviews between candidates and hiring managers, ensuring a smooth and efficient interview process.

**Candidate Assessment:** Administer assessments, skills tests, or other relevant evaluations to assess candidate suitability for specific roles.

**Candidate Relationship Management:** Build and maintain relationships with candidates throughout the recruitment process, providing regular updates and feedback.

**Reference Checks:** Conduct reference checks for selected candidates to verify professional experience and qualifications.

**Offer Negotiation:** Collaborate with hiring managers to extend job offers, negotiate terms, and facilitate the offer acceptance process.

**Onboarding Support:** Work closely with the HR team to ensure a smooth transition for new hires, providing necessary information and facilitating onboarding processes.

**Recruitment Metrics:** Track and report on key recruitment metrics, such as time-to-fill, costper-hire, and source effectiveness, to continuously improve recruitment strategies.

**Qualifications and Skills:**

**Educational Background:** Bachelor's degree in Human Resources, Business Administration, or a related field.

**Experience:** Proven experience as an HR Recruiter or in a similar recruitment role, with a strong understanding of the end-to-end recruitment process.

**Communication Skills:** Excellent communication and interpersonal skills to effectively engage with candidates and collaborate with hiring managers.

**Time Management:** Strong organizational and time management skills to handle multiple recruitment processes simultaneously.

**Technology Proficiency:** Familiarity with applicant tracking systems (ATS), job boards, and other recruitment-related tools.

**Problem-Solving:** Ability to assess candidate qualifications and suitability for roles, addressing challenges and finding solutions.

**Adaptability:** Flexibility to adapt to changing priorities and business needs.

If you are a detail-oriented and results-driven individual with a passion for talent acquisition, we invite you to join our team as an HR Recruiter and contribute to the success of our organization through effective recruitment strategies.

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