

UNLIMITED WP

https://careers.unlimitedwp.com/?post_type=jobs&p=15206

HR Recruiter (IT)

Description

We are looking to employ an HR recruiter with the ability to develop recruitment strategies to meet the objectives of the organization. He/she is responsible for designing and implementing recruitment plans for the organization. They should confer with management to assess, and identify staffing needs. The HR recruiter will execute recruitment plans and source the most suitable candidates to fill positions.

To ensure success as an HR recruiter, you should focus primarily on acquiring talented candidates who will add value to the organization. An outstanding HR recruiter should have a network of contacts in the industry and understand how to use social media to attract suitable candidates for current and future posts.

Responsibilities

- Filling positions within an organization.
- End to End recruitment
- Designing and implementing recruiting systems for the organization.
- Developing own network of suitable candidates.
- Handling of administration and record-keeping.
- Working with organizations to develop a recruitment plan.
- Executing recruitment plans efficiently.
- Drafting and posting job descriptions.
- Interviewing candidates.
- Preparing job offers.
- Networking with various institutions and social media.

Qualifications

- Should have experience for 2 yrs of IT Recruitment
- Excellent Communication
- Knowledge of Various recruitment portals

Experience

Min 2 yrs of IT recruitment

Job Benefits

- Grow your career with our fast-growing company
- Flexible timings
- Benefit Plan
- Paid Leave
- Overtime pay
- 5 Days Working
- Health Benefit
- Yearly Trip
- Process-driven and established environment
- Bi-weekly training sessions

Employment Type

Full-time

Duration of employment

Permanent

Job Location

B - 101 to 105, Shilp Corporate Park, Rajpath Rangoli Road, 380054, Ahmedabad, Thaltej, India

Working Hours

Flexible Timing: 8 AM to 8 PM (8:30 Working hours, Time Zone: IST)

Valid through

31.12.2023

Contacts

For any further information, you can reach out to us at recruitment@unlimitedwp.com.

Important Note: During the application process, ensure your contact information (email and phone number) is up to date and upload your current resume when submitting your application for consideration.

Hiring organization

UnlimitedWP Pvt LTD