

Job Description of Recruiters			
Position	Recruiters	Required By (Date)	
Reports To (Person)	As per Organization Design	Requested On (Date)	NA
Location	Bangalore		
Role (Specific tasks and the role that the person will undertake)	<p>To undergo training in all areas of Human Resource and specifically Recruitment & Talent Acquisition for the first one month</p> <p>The incumbent will be required to perform any role pertaining to the department which could be in the areas of Recruitment including Pre-sales, Business Analysis and Client/ Account Management</p>		
Experience (Relevant experience the person must have)	<p>0 to 2 Years</p> <p>Experienced candidates with hands on experience in IT/ITES Recruitment will be given preference.</p>		
	Essential	Desirable	
Job-related Skills (Technical and professional skills that the person must have to be effective)	<p>High on prioritising and organizing skills</p> <p>Expert understanding of Human Resources Concepts and Applications</p> <p>High on analytical skills</p> <p>Good Negotiation skills</p>	<p>Knowledge of Sourcing and Selection Framework</p>	
Management and personal Skills (Non-technical and managerial skills that the person needs to have)	<p>The incumbent should be Assertive</p> <p>The incumbent should be high on energy levels and Target Oriented</p> <p>The incumbent should have excellent communication skills and ability to learn quickly</p> <p>The incumbent should be self-driven</p>		
Educational Qualification (Basic educational background that the candidate should possess)	BE/B-Tech/MBA		
Age Range	Below 30 years		
Pay Range (Rs)	CTC - Rs 2.5+ LPA		
Growth Potential (Career growth options for the individual in your company)	Post successful completion of One Year, the candidate will be confirmed as a Senior Recruiter and has the opportunity to grow with the business.		