

Job Description of Senior Recruiter			
<b>Position</b>	Senior Recruiter	<b>Required By (Date)</b>	
<b>Reports To (Person)</b>	As per Organization Design	<b>Requested On (Date)</b>	NA
<b>Location</b>	Bangalore		
<b>Role</b> (Specific tasks and the role that the person will undertake)	<ul style="list-style-type: none"> <li>- Understand a demand from the business perspective and disintegrate them into detailed job requirement(s) that fulfil business needs.</li> <li>- Understand the expectations from the job &amp; the role and develop various sourcing strategies.</li> <li>- Use most up-to-date techniques, trends and technologies (social media, for instance) to reach out to passive and active job seekers in the industry.</li> <li>- Source candidates from multiple channels like Job Portals, Social media, Database, Cold Calls, References etc.</li> <li>- Screen and interview prospective candidates; manage end to end recruitment cycle.</li> <li>- Co-ordinate with Account team and leadership team to assess the candidate's competencies and extend job offers to selected candidates.</li> <li>- Build good rapport with candidates throughout the interview process to ensure a positive experience.</li> </ul>		
<b>Experience</b> (Relevant experience the person must have)	<ul style="list-style-type: none"> <li>- 2 to 5 Years</li> <li>- Experienced candidates with hands on experience in IT/ITES industry.</li> <li>- Should have worked in IT Staffing firms as Recruiters.</li> </ul>		
	<b>Essential</b>	<b>Desirable</b>	
<b>Job-related Skills</b> (Technical and professional skills that the person must have to be effective)	<ul style="list-style-type: none"> <li>- High on prioritising and organizing skills</li> <li>- Expert understanding of IT recruitment &amp; IT staffing services.</li> <li>- High on analytical skills and Negotiation skills</li> <li>- Strong knowledge of IT skills and technologies – niche, new and legacy skills.</li> </ul>	<ul style="list-style-type: none"> <li>- Experience in Contract to hire requirements.</li> </ul>	
<b>Management and personal Skills</b> (Non-technical and managerial skills that the person needs to have)	<ul style="list-style-type: none"> <li>- The incumbent should display strong resilience to failures &amp; disappointments</li> <li>- Incumbent should display excellent networking skills</li> <li>- The incumbent should be Assertive</li> <li>- The incumbent should be high on energy levels and Target Oriented</li> <li>- The incumbent should have excellent communication skills, interpersonal skills and ability to learn quickly</li> <li>- The incumbent should be self-driven</li> </ul>		
<b>Educational Qualification</b> (Basic educational background that the candidate should possess)	BE/BTech/ Masters in Information Technology/Master in Business Administration		
<b>Age Range</b>	Below 30 years		
<b>Pay Range (Rs)</b>	CTC - Rs 2.5 + LPA		
<b>Growth Potential</b> (Career growth options for the individual in your company)	Tremendous growth potential for high performing candidates – opportunity to fast track your growth potential by working in multiple areas, different roles and responsibilities.		

