

Job Description:

Designation:	Talent Acquisition Specialist-L1	Department:	Talent Acquisition
Required Experience	0 – 2 years	Job Location:	Noida

Responsibilities: -

- You will be working as talent sourcer responsible to manage the first stage of recruitment process for external hiring's i.e. our clients.
- Understand the client's requirements and analyse the requisition details shared.
- May also create JDs for clients with the help of your reporting supervisor
- Source potential candidates through different sourcing techniques like job boards (e.g. Keyword search, Boolean Search), social media and professional networks like LinkedIn etc.
- Screen the resumes to ascertain the competence and fitment of candidates against a technical job description
- Craft and send bulk emails to attract and build pipeline of potential candidates to meet current and future hiring needs.
- Coordinate during client walk-ins/scheduled drives
- Responsible for formatting resumes as per the standards for client sharing
- Screen the resumes to ascertain the competence and fitment of candidates against a technical job description
- Maintain candidate's database including referrals.
- Build and foster long term relationship with the candidates
- Keep-up-date with technical market trends and technologies
- Promote employer brand online and offline.

Requirements:-

- Familiarity with entire recruitment life cycle and different sourcing techniques.
- Must have good written and verbal communication skills
- Knowledge of Office automation tools (MS Office etc.) for proofreading, editing and formatting
- Technical qualification preferred(B.tech/BCA/BSc(IT)/MCA/M.tech)
- Self-confidence and self-starter
- Ability to learn technical information
- Effective time management and relationship building abilities
- Adaptable, enthusiastic and energetic

Perks and Benefits:

- Competitive Salary as per Market standards
- Lucrative Incentives
- Referral Bonus
- Annual Rewards and Recognition program
- Periodic Training & Development sessions for professional development
- Work life balance (5 working days and flexi working hours)
- Fun Fridays and outdoor trips