

<https://govhelp.in/job/whitehat-jr-recruitment-2023-freshers-jobs-recruiter-post/>

Whitehat Jr. Jobs 2023 – Freshers Jobs – Recruiter Post

Job Location

India
Remote work from: Brazil

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Base Salary

Rs. 10,000 - Rs. 16,500

Qualifications

Graduate, 12th Passed

Employment Type

Full-time

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[Fresher and Experience Candidates Required: Click Here to Apply Now!](#)

Description

Whitehat Jr. Recruitment 2023

As a Recruiter, your primary responsibility will be to attract, evaluate, and hire qualified candidates for various positions within the organization. You will play a crucial role in sourcing candidates, conducting interviews, and ensuring a smooth recruitment process. Your ability to assess candidates' skills and cultural fit, along with effective communication and organizational skills, will be essential for success in this role.

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Whitehat Jr. Jobs Work From Home

Responsibilities:

1. Talent Acquisition:

- Collaborate with hiring managers to understand staffing needs and requirements.
- Develop and implement effective recruitment strategies to attract top talent.
- Source candidates through various channels, such as job boards, social media, and professional networks.
- Review resumes and applications to identify potential candidates.

Hiring organization

Whitehat Jr.

Date posted

May 26, 2023

Valid through

31.12.2023

APPLY NOW

- Conduct initial screenings and shortlist qualified candidates.
- 2. Interview and Evaluation:**
 - Conduct interviews, both in-person and remotely, to assess candidates' skills, experience, and cultural fit.
 - Administer pre-employment assessments or tests, if required.
 - Evaluate candidates' qualifications, including their education, work experience, and professional skills.
 - Verify candidate references and conduct background checks, as necessary.
 - Collaborate with hiring managers to make informed hiring decisions.
- 3. Candidate Relationship Management:**
 - Provide a positive and professional experience to candidates throughout the recruitment process.
 - Communicate with candidates regarding their application status and interview outcomes.
 - Address candidate inquiries and provide timely feedback.
 - Maintain candidate records and documentation in the applicant tracking system.
- 4. Recruitment Process Coordination:**
 - Schedule and coordinate interviews, ensuring a smooth and efficient process.
 - Assist in drafting and extending job offers to selected candidates.
 - Coordinate with internal stakeholders to ensure a seamless onboarding process for new hires.
 - Maintain and update job descriptions and recruitment materials.
- 5. Recruitment Analytics and Reporting:**
 - Track recruitment metrics, such as time-to-fill and source of hire.
 - Generate reports on recruitment activities and provide insights for process improvement.
 - Stay updated on industry trends and recruitment best practices.

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Whitehat Jr. Jobs Near Me

Qualifications:

- Bachelor's degree in human resources, business administration, or a related field (or equivalent experience).
- Proven experience as a recruiter or in a similar role.
- Familiarity with applicant tracking systems and recruitment software.
- Excellent knowledge of recruitment practices, including sourcing strategies and interview techniques.
- Strong interpersonal and communication skills.
- Ability to assess candidates' qualifications, skills, and cultural fit.
- Good organizational and time management skills.

Important Links