



JOB DESCRIPTION

ROLE: Recruitment Executive

SALARY AND BENEFITS: Negotiable

REPORTS TO: Talent Acquisition Manager

LOCATION: Vadodara

JOB TIMING: 1:00pm to 10:00pm IST & 2:00pm to 11:00pm IST during winter

Due to the company's expansion we are now looking for Recruitment Executive. This role involves screening, recruitment, selection and document verification.

PRIMARY RESPONSIBILITIES:

- Develop and execute recruitment plans.
- Prepare Job Descriptions and advertising on job portals.
- Network through contacts, references, industry groups, colleges and employees.
- Short-listing suitable candidates.
- Pre-screening potential candidates.
- Benchmarking roles in the market.
- Arranging and conducting interviews.
- Maintain Recruitment MIS.

SECONDARY RESPONSIBILITIES:

- Efficient to fill open positions in set timeline.
- Research and recommend new sources for active and passive candidate recruitment.
- Job posting internally, with professional organizations and in other appropriate venues as per requirement.
- Utilize the Intranet for recruitment.
- Locate and document where to find ideal candidates.
- Create contacts within industries and institutions.
- Maintain regular contact with possible future candidates.
- Review applicants to evaluate if they meet the position requirements.
- Perform reference and background checks for potential employees.
- Assist in interviewing and selecting employees onsite and outside.
- Assist in preparing and sending offer letters for selected candidates.
- Plan, organize, and assist with induction programme for the new joiner.
- Complete the joining formalities i.e. collect the required documents, creation of login id etc.
- Employee Engagement Activities: Distribute good wishes card on relevant occasions and take active participation in company sponsored events.

ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES:

- 3-5 years of recruitment experience (IT recruitment experience will be an added advantage).
- Bachelor / Master degree with HR specialisation.
- Advanced computer skills.
- Outstanding oral and written communication skills.
- Strong organisational skills are essential to provide timely administration of various duties.
- Prefer high analytical ability to sort and apply information.
- Adaptable to change.