

Associate- Talent Acquisitions

Experience: 2- 4 Years

Qualification: MBA, B.Sc, B.Tech

Location: Gurugram

Skills/Competencies:

- Should have at least 1 yr of experience in recruitment.
- Good Communication skills.
- Should have good knowledge of Job Portals(Sourcing,screening,Line up/turn up).
- Good Interpersonal skills.
- Good in decision making.
- Innovative and smart thinker.

Responsibilities:

- Prepare and post jobs to appropriate job board.
- Source and attract candidates by using database, social media etc.
- Screen candidates resumes and job applications.
- Design and implement overall recruiting strategy.
- Salary negotiate and other joining discussions.
- Prepare Recruitment trackers.