

Job Title: Recruitment Specialist

Location: Bangalore

Experience: 2–4 years (preferred)

Qualification: Post Graduate (HR/Management or related field)

About the Role:

We are looking for a dynamic and target-driven Recruitment Specialist to join our HR team. The ideal candidate should have hands-on experience in sourcing, screening, and closing positions across levels and functions. This role demands a confident professional with strong communication skills, who can independently manage hiring processes and deliver results within deadlines.

Key Responsibilities:

- Manage end-to-end recruitment for various roles across departments.
- Source candidates effectively using Naukri, LinkedIn, and other hiring platforms.
- Develop and manage LinkedIn profiles, actively headhunt, and build talent pipelines.
- Draft compelling and accurate JDs based on hiring manager briefs.
- Conduct preliminary screenings and assess candidate fitment for roles.
- Coordinate interviews and manage the candidate experience throughout the process.
- Work closely with hiring managers to understand requirements and deliver quality profiles.
- Track recruitment metrics and ensure hiring targets are met on time.

Key Requirements:

- Strong knowledge of Naukri and other hiring platforms.
- Expertise in LinkedIn sourcing and handling profiles.
- Postgraduate qualification is mandatory.
- Excellent English communication skills—both written and verbal.
- Confident personality with strong command over speech and presentation.
- Knowledge of creating Job Descriptions from briefs on job roles.
- Ability to join at the earliest.
- Highly target-driven with proven results in meeting deadlines and closing positions.

What We Offer:

- A fast-paced, collaborative work environment.
- Opportunities for growth and learning in a dynamic industry.
- Exposure to end-to-end talent acquisition in a reputed organization.