

Position: Recruiting Coordinator
Location: Gurugram
Employment: Permanent
Shift Timings: Flexible (24X7)
Salary: As per industry norms and experience level

Role Short Description:

Recruiting Coordinator is responsible for performing Recruitment operations tasks in a timely and accurate manner as per the client specific standard operating procedures. The Recruiting Coordinator works with the process SME and Operations Manager to identify issues, opportunities for improvement and recommends solutions. The Coordinator should be able to perform rule-based transactions with simple calculations. If needed this role may be leveraged across multiple clients.

Job Responsibilities:

- To achieve the target assigned within agreed quality & timelines
- Independently manage recruitment for all hierarchy positions across all verticals.
- Co-ordinate / liaison with placement consultants / institutions etc.
- Conduct skill testing & interviews
- Plan & strategize for project specific recruitment within defined time frames
- Ensure that documentation and salary fitment as per agreed guidelines
- Contribute to creating an organizational image, which would help in attracting and recruiting the best talent.
- Seek to expand the talent pool by evaluating new employee profiles and assess their suitability
- Sourcing candidates from various job portals and coordinating for the interviews.

Qualification and Skills:

- Graduate in any stream except BCA and B.Tech.
- Good written & verbal communication skills
- Proficient in computer applications including Excel & Word