



<https://vivikon.com/job/talent-acquisition-recruiter/>

Talent Acquisition Recruiter

Description

- Required demonstrated organizational skills
- Required strong written and oral comprehension skills
- MUST have current experience (at least 2+ years) working with a US based consulting/staffing company
- Track record of successfully filling contract and full time roles
- Must be able to work in the US time zones.
- Able to adapt to changing environments, ability to multitask, and work well under pressure to meet deadlines
- Understands Information Technology classifications in order to be able to research and find qualified candidates.
- Must have experience of working with Social Recruiting-leveraging social media sites and software to recruit
- Must have ability to communicate, influence and negotiate decisions while motivating assigned staff

Responsibilities

- Filling positions within an organization
- Working with organizations to develop a recruitment plan, executing recruitment plans efficiently
- Drafting and posting job descriptions
- Multitask in a fast paced environment and manage candidate phone calls and email communications
- Manages multiple recruitment-related relationships with hiring managers as well as internal and external managers
- Maintains accurate and thorough records by tracking applicants, interview results, recruiting results, new hire date and wages.
- Identifies and deploys digital advertising platforms to target talent in the marketplace.

Qualifications

Master's Degree/Bachelor's Degree

Hiring organization

VIVIKON

Employment Type

Full-time

Job Location

Hyderabad, India

Date posted

March 27, 2023