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Job Title: HR Recruiter

Job Description:

As an HR Recruiter, you will play a pivotal role in sourcing, attracting, and selecting top talent to meet the staffing needs of the organization. Your responsibilities will involve executing end-to-end recruitment processes, building relationships with candidates, and collaborating with hiring managers to ensure a seamless and effective hiring experience.

Key Responsibilities:

Talent Acquisition: Develop and implement effective recruitment strategies to attract and hire qualified candidates for various positions within the organization.

Job Posting and Advertisement: Create compelling job descriptions and post them on relevant job boards, social media platforms, and other channels to reach potential candidates.

Candidate Sourcing: Utilize various sourcing methods, including online job portals, social media, networking, and referrals, to identify and engage potential candidates.

Screening and Shortlisting: Review resumes, conduct initial phone screenings, and shortlist candidates based on job requirements and organizational fit.

Interview Coordination: Coordinate and schedule interviews between candidates and hiring managers, ensuring a smooth and efficient interview process.

Candidate Assessment: Administer assessments, skills tests, or other relevant evaluations to assess candidate suitability for specific roles.

Candidate Relationship Management: Build and maintain relationships with candidates throughout the recruitment process, providing regular updates and feedback.

Reference Checks: Conduct reference checks for selected candidates to verify professional experience and qualifications.

Offer Negotiation: Collaborate with hiring managers to extend job offers, negotiate terms, and facilitate the offer acceptance process.

Onboarding Support: Work closely with the HR team to ensure a smooth transition for new hires, providing necessary information and facilitating onboarding processes.

Recruitment Metrics: Track and report on key recruitment metrics, such as time-to-fill, cost-per-hire, and source effectiveness, to continuously improve recruitment strategies.

Qualifications and Skills:

Educational Background: Bachelor's degree in Human Resources, Business Administration, or a related field.

Experience: Proven experience as an HR Recruiter or in a similar recruitment role, with a strong understanding of the end-to-end recruitment process.

Communication Skills: Excellent communication and interpersonal skills to effectively engage with candidates and collaborate with hiring managers.

Time Management: Strong organizational and time management skills to handle multiple recruitment processes simultaneously.

Technology Proficiency: Familiarity with applicant tracking systems (ATS), job boards, and other recruitment-related tools.

Problem-Solving: Ability to assess candidate qualifications and suitability for roles, addressing challenges and finding solutions.

Adaptability: Flexibility to adapt to changing priorities and business needs.

If you are a detail-oriented and results-driven individual with a passion for talent acquisition, we invite you to join our team as an HR Recruiter and contribute to the success of our organization through effective recruitment strategies.

Mohammad Tasaduq Khan