

K2O Consulting company located at Bangalore offers software development and consulting services to multinational clients is looking for hiring in full time employment Recruiter/HR executive with the following

Responsibilities for Recruiter

- Source candidates using a variety of search methods/database to build a robust candidate pipeline
- Screen candidates by reviewing resumes and job applications, and performing phone screenings
- Take ownership of candidate recruitment by designing and managing to develop job postings, job descriptions, and position requirements
- Perform reference checks as needed
- Facilitate the offer process by extending the offer and negotiating employment terms
- Manage onboarding and new hire process
- Stay abreast of recruiting/HR trends and best practices
- Manage the overall interview, selection, and closing process
- Ensure all screening, hiring, and selection is done in accordance with employment laws and regulations

Qualifications for Recruiter

- Bachelor's Degree in engineering
- 2 years of recruiting experience preferred with no/ short notice period
- Ability to communicate effectively, both orally and in writing
- Excellent skills in organizational and time management
- Working knowledge of interview techniques and applicant screening methods/HR process
- Good understanding of employment laws and regulations
- Familiar with a wide variety of sourcing avenues

Pl apply immediately to yj@k2o.co