

Job Description
HR Recruiter
(Talent Acquisition Team)



Interpersonal Skills:	<ul style="list-style-type: none"> ✦ Excellent Communication (Verbal & Written) ✦ Very good attitude and Positive approach ✦ Logical thinking and Analytical ability ✦ Professional and Presentable ✦ Aggressive, Proactive, with a can-do-approach ✦ Should be a person who comes with solutions, not problems
Technical Skills:	
As a Recruiter:	<ul style="list-style-type: none"> ✦ Very strong in the concepts of Human Resource and Recruitment ✦ Clear understanding on the flow cycle of Talent Acquisition Management ✦ Ability to analyse and understand the client JD and source candidates ✦ Very good in analysing and evaluating the candidates and should be approachable ✦ Should be able to make any fair decisions instantly ✦ Capacity of finding the relevant candidates from the job market ✦ Taking the suitable candidates to the next level of interview processes till on-boarding ✦ Regular follow-up with the on-boarded candidates and generating new references ✦ Strong in using Microsoft Office (Primarily Outlook for emails and Excel for database)
As a client SPOC (Single Point of Contact):	<ul style="list-style-type: none"> ✦ Be the primary point of contact for client (Corporate HR's) and act from the front end ✦ Should build a very good rapport with the clients (Corporate HR's) and their team ✦ Own the process of delivering to various business requirements of clients. ✦ Must be fulfilling the prescribed SLA with the client ✦ Ensure client satisfaction through regular follow up and communication ✦ Identifying any process gap and filling the same by interacting with recruiters and client ✦ Analysing the process knowledge required to the recruiter and mentoring ✦ Clear the process glitches from client and ensuring timely delivery ✦ Generating new businesses from the existing clients and delivering the same
Education Qualification:	<ul style="list-style-type: none"> ✦ Graduation degree in any discipline, preferably IT background. ✦ Master of Business Administration – Specialisation in HR

VENPA STAFFING SERVICES INDIA PVT LTD

www.venpastaffing.com

Branches Across India

Other Details:

Working Location: Anywhere in India (Current locations mentioned below)

Candidate should be ready to relocate and work anywhere in India.

Head Office	Salem	Tamil Nadu
Corporate Office	Coimbatore	Tamil Nadu
Branches	Chennai	Tamil Nadu
	Dharmapuri	Tamil Nadu
	Cochin	Kerala
	Bangalore	Karnataka
	Hyderabad	Andhra Pradesh
	Mumbai	Maharashtra
	Vadodara	Gujarat
	New Delhi	New Delhi

Compensation & Benefits:

Description	Amount
Fixed Component	120000
Variable Component	48000
Annual Bonus	12000
Total CTC	180000

- ✚ Free Domain training will be provided for a period of 30 Days to 60 Days
- ✚ Free Accommodation will be provided during the training period

Terms & Conditions:

- ✚ Candidates offered for any locations across India should have to undergo the domain training at Salem, Tamil Nadu (Head Office)
- ✚ Post successful completion of training, candidate will be deployed at locations across India
- ✚ 6 Months of probationary period and will be confirmed post 6 months completion in system
- ✚ After 6 months, post confirmation CTC components will be appraised and revised