

Designation: Technical Recruiter

Job Reference ID: WTPUNTRC

Experience: 3+ years

Position(s): 1

Location: Pune

Email: careers@wishtreetech.com

Job Responsibilities:

- Develop recruiting strategies that meet anticipated staffing needs
- Able to successfully manage, prioritize and close searches against a timeline and have experience setting benchmarks and metrics, and understand how to prioritize to hit all SLAs.
- Optimize operational process flows and identify ways to deliver a consistent, scalable, customer-obsessed recruitment experience to all stakeholders.
- Search for job candidates using various sources such as databases, job portals (like Monster, Naukri) recruitment agencies, LinkedIn and other social media platforms, or employee referrals
- Performing background and reference checks.
- Interview job applicants as part of the screening process to get information on their work history, job skills, training, and education, and inform them of the position's duties and responsibilities, compensation, benefits and working conditions
- Keeping track of all applicants and maintaining a database of applicants.
- Advise management on implementing, organizing, and preparing recruiting programs while providing them with training on interviewing, counseling techniques
- Must be organized, accurate, thorough, and able to monitor work for quality.
- Must be able to prioritize and plan work activities as to use time efficiently.

Job Skills & Qualifications

Preferred:

- Prior experience in hiring in Big Data and Data Science
- Strong track record in sourcing qualified candidates, market intelligence, mapping, negotiating offers, and influencing management decision-making
- Experience in the US recruitment process

Required:

- A good understanding of technology and technical skills
- Technical knowledge to be able to talk to job prospects and understand qualifications
- Hands-on experience in recruitment processes and platforms
- Excellent interpersonal communication skills
- Strong social aptitude and ability to build relationships
- At least 3 years of industry experience in end to end recruitment life cycle for technology hiring
- Strong stakeholder management and commitment to continuous improvement
- Working knowledge of various social media recruiting and should be aware of current market trends.
- Bachelor's degree