JOB DESCRIPTION: HR RECRUITER

Details

Job Title	HR Recruiter
Department	Human Resources
Reporting To	HR Manager
Location	Dadar, Mumbai, Maharashtra
Experience	1–3 Years
Salary	25k to 35k under
Office Timings	10.00 am to 7.00 pm
Gender	Female
Age	20yrs to 30yrs under
Availability	Immediate Joiner / Within 15 days

Specifications

- Working Days: Monday to Saturday (all Saturdays are working)
- Background: White collar, currently working in an agency/HR firm, IT & Non-IT specialist
- Should not be from: Hospitality background, pharma background, civil service, etc.
- Portal Knowledge: Naukri, Shine, Apna, LinkedIn

Overview

Looking for an experienced and result-oriented HR Recruiter to manage end-to-end recruitment and support HR operations. The role involves sourcing and screening candidates, coordinating interviews, managing recruitment pipelines, and ensuring timely closure of vacancies across departments.

Key Responsibilities

- Take ownership of and consistently achieve assigned monthly hiring targets, ensuring timely closure of vacancies within defined timelines, while tracking recruitment progress and proactively addressing gaps to meet targets.
- Understand manpower requirements and coordinate with hiring managers for timely recruitment.
- Source candidates through job portals, LinkedIn, social media, employee referrals, databases, and other recruitment channels.
- Screen and shortlist candidates based on job requirements, skills, experience, and organizational fit.
- Conduct initial HR screening and telephonic interviews.
- Coordinate and schedule interviews with candidates and respective hiring managers.
- Maintain and regularly update the recruitment pipeline and candidate database.
- Follow up with candidates throughout the selection and joining process to ensure smooth closures.
- Build and maintain a strong talent pipeline for current and future requirements.
- Coordinate with recruitment agencies and external hiring partners when required.
- Prepare recruitment reports, MIS, hiring trackers, and other HR-related reports.
- Monitor recruitment metrics such as sourcing, screening, interview conversion, selection, and joining ratios.
- Ensure proper documentation and completion of pre-joining and onboarding formalities.
- Conduct reference checks and background verification wherever applicable.
- Support employer branding and recruitment initiatives to attract quality candidates.
- Maintain confidentiality of candidate and employee information.
- Handle candidate queries professionally and ensure a positive candidate experience.
- Support HR operations and other people-related activities as required.

Qualification

- Bachelor’s degree in Human Resources, Management, Business Administration, or a related field
- 1–3 years of experience in recruitment / talent acquisition

- Strong experience in end-to-end recruitment and candidate sourcing
- Hands-on experience with job portals such as Naukri, LinkedIn, Indeed, and other recruitment platforms
- Good knowledge of MS Office, Google Sheets, and recruitment MIS
- Excellent communication and interpersonal skills
- Strong negotiation, follow-up, and stakeholder management skills
- Ability to manage multiple vacancies and priorities simultaneously
- Strong analytical, organizational, and problem-solving abilities
- Ability to work independently as well as collaboratively with the HR team

KRA & KPIs

1. Monthly Hiring Target Achievement

- Achieve 100% of assigned monthly hiring targets.
- Ensure positions are closed within defined timelines.
- Track monthly hiring progress and proactively address gaps.

2. End-to-End Recruitment Management

- Manage the complete recruitment lifecycle from manpower requisition to candidate joining.
- Ensure 90%+ of vacancies are closed within the agreed TAT.
- Minimize pending and ageing vacancies.

3. Candidate Sourcing & Talent Pipeline

- Source candidates through job portals, LinkedIn, referrals, databases, social media, and other recruitment channels.
- Conduct daily candidate sourcing and recruitment calls as per assigned targets.
- Maintain a strong and active talent pipeline for current and future requirements.
- Ensure a consistent flow of relevant profiles against open positions.

4. Candidate Screening & Quality

- Conduct daily HR screening and telephonic interviews with shortlisted candidates.
- Screen candidates based on JD, skills, experience, salary expectations, and organizational fit.
- Achieve defined daily/weekly screening and calling targets.
- Maintain 80%+ relevance of shortlisted profiles against defined requirements.

5. Interview Coordination & Follow-Up

- Coordinate and schedule interviews with candidates and hiring managers.
- Conduct regular candidate follow-up calls for interview confirmation, feedback, selection, documentation, and joining.
- Ensure timely follow-up with candidates at every stage of the recruitment process.
- Maintain 95%+ accuracy in interview scheduling and follow-ups.

6. Offer-to-Joining Conversion

- Maintain regular calls and communication with selected candidates until joining.
- Achieve 85%+ offer-to-joining conversion.
- Minimize offer dropouts, candidate no-shows, and last-minute withdrawals.

7. Recruitment TAT & Productivity

- Meet defined TAT for sourcing, screening, calling, interview scheduling, feedback follow-up, offer release, and joining.
- Maintain consistent daily calling, sourcing, screening, and follow-up productivity.
- Prioritize critical and ageing vacancies for timely closure.

8. Recruitment MIS & Reporting

- Maintain 100% updated recruitment trackers and MIS.
- Accurately record candidate calls, screening status, interviews, selections, offers, and joining status.
- Submit daily/weekly/monthly recruitment reports within defined timelines.

9. Recruitment Agency & External Partner Management

- Coordinate with recruitment agencies and external hiring partners as required.
- Ensure agencies share relevant and screened profiles as per JD.
- Monitor agency performance based on profile quality, interview conversion, selection, and joining.