



## HR Recruiter Job Description

### About SCGB

SCGB Solutions is multi-disciplined consultancy providing Recruitment, Managed Staffing for legal and marketing domains

We are currently hiring for the position of a HR Recruiter for our Recruitment and Staffing vertical.

### Indicative roles & responsibilities:

- Designing and updating job descriptions.
- Handling the entire recruitment cycle from identification of ideal candidates to assessment of profiles till joining.
- Sourcing candidates using job-portals such as Naukri, LinkedIn etc.
- Contacting and briefing suitable candidates.
- Conducting interviews and preparing inputs for internal review and client review.
- Database management
- Building strong relationships and having consultative skills while working with candidates, hiring managers, and key business partners with the ability to influence, inform and negotiate.
- Advertising jobs on careers pages, job boards, and social media handles.
- Preparing assignments and assessment's for candidates.
- Ability to analyses candidate responses and reason logically.
- Develop a sustainable recruiting strategy based on our goals and needs.
- Impart for both client and candidate throughout the hiring process establishing regular touch points and providing diligent follow through resulting in a best-in-class candidate and client experience.



## Requirements:

- Strong communication skills, organizational skills and adapt changes in the recruitment industry as strategy and technique change in the day of HRM, with a keen focus on delivering business results.
- Candidate must be conversant with industry standard recruitment search tools such as Naukri, LinkedIn and other sourcing platforms.
- Must have excellent time management skills.
- Must be accountable and be comfortable to work as a team-player and as an individual contributor.
- Must genuinely be interesting in knowing about people and must have good people skills.
- Should be willing to work from office.

## Eligibility:

- Candidate must be a resident of Bangalore.

## Location:

No 36, 2nd Floor, 32nd Cross, Jayanagar 7th Block, Bengaluru, India 560082

Interested and eligible candidates can apply directly

Email Id- [careers@scgbsolutions.com](mailto:careers@scgbsolutions.com) with the subject line – “Application for the position HR Recruiter Executive”