Requisition ID: HR-SD-DS-ITR-125
Title: Technical Recruiter
Location: India

<u>Essential Responsibilities :</u>

- Full life-cycle of recruiting of Information Technology professionals for contract, project and direct hire roles • Utilize both standard and creative sourcing strategies to identify top talent and find qualified candidates (Passive and Active)
- Reviewing resumes and assessing candidates' applications, pre-screening candidates, submitting candidates to hiring managers, preparing candidates for interviews, extending offers and onboarding of candidates
- Network, build and maintain relationships with Candidates, Client's HR, and Hiring Managers. • Maintain network of candidates using company's applicant tracking system iCIMS and LinkedIn Recruiter
- Identify contract and direct hire candidates through ad response, internet search engines, networking, social media, referrals and cold calling
- Source, assess, qualify, interview and close candidates
- Conduct phone interviews to assess candidate's qualifications for placement
- Develop and post recruiting ads on our website, ATS and recruiting job boards
- Utilize online job boards to source and identify candidates for current and future needs
- Conduct reference checks, extend offers, and negotiate contracts.
- Work with Business Development team and Client Hiring Managers to understand and assess client needs and open positions.
- Follow processes and procedures for set up of hired candidates
- Identify and pass hiring managers and hiring company referrals to Business Developers.
- 3- 5 years of full lifecycle IT recruiting
- 3-5 years of experience sourcing/recruiting for positions
- Excellent verbal and written communication and presentation skills
- Proven success working in a fast-paced, results-oriented environment
- Extensive experience in LinkedIn Recruiter, ICIMS and Job Boards (Indeed, Dice, Monster, etc)
- Experience with tax terms like W2/1099/C2C.
- Strong time management, multi-tasking, follow-through and organizational skills.
- Experience using Office 365 and MS Office Suite