

WORK VAPOR

Job Link: <https://workvapor.in/jobs/it-recruiter-391351/>

HIRING ORGANIZATION

Intellics Global Services Pvt. Ltd.

EMPLOYMENT TYPE

Full-time

JOB LOCATION

? Remote work from: India

IT RECRUITER

BASE SALARY

INR 13000 - INR 18000

DESCRIPTION

IT Recruiter | Remote Work From Home

Company: Intellics Global Services Pvt. Ltd.

Job Title: IT Recruiter

Location: Remote (Work From Home)

Employment Type: Full-Time

Salary: ₹13,000–₹18,000 per month

Openings: 10

About the Role

Intellics Global Services is hiring **IT Recruiters**.

This is a full-time work-from-home job.

We are looking for candidates with IT recruitment experience.

You should have experience in niche hiring.

You will handle the complete hiring process.

Working Schedule

- Office Timing: **9:30 AM – 6:30 PM**
- 2nd and 4th Saturday Off.
- Permanent Work From Home.

Key Responsibilities

- Handle the complete IT recruitment process.
- Find candidates through job portals like Naukri, Monster, and Shine.

- Screen resumes and shortlist the right candidates.
- Match profiles based on skills and experience.
- Schedule interviews through phone, Zoom, Skype, or face-to-face.
- Work on different job portals every day.
- Negotiate salary and notice period with candidates.
- Follow up with candidates until they join.
- Keep recruitment records updated.
- Prepare daily recruitment reports.

Requirements

- 2–5 years of IT recruitment experience.
- Experience in niche hiring is required.
- Good knowledge of IT technologies.
- Good communication skills.
- Knowledge of salary structure is a plus.
- Own laptop and a stable Wi-Fi connection.
- Career gap up to 6 months is accepted.

Who Can Apply?

- **Female candidates only.**

Salary

- **₹13,000–₹18,000 per month.**
- Final salary depends on experience and interview performance.

How to Apply

Email: debjani@intellicsglobal.com

Contact: +91 8603207822

Contact Person:

Debjani Sarkar

About Intellics Global Services

Intellics Global Services has over 19 years of experience.

The company provides IT and recruitment services.

Its office is in Mumbai.

It works with clients across different industries.

The company offers long-term career opportunities and a supportive work environment.