

WORK VAPOR

Job Link: <https://workvapor.in/jobs/it-recruiter-work-from-home-intellics-global-services-382816/>

HIRING ORGANIZATION

Intellics Global Services Private Limited

EMPLOYMENT TYPE

Full-time

JOB LOCATION

? Remote work from: India

IT RECRUITER, WORK FROM HOME – INTELLICS GLOBAL SERVICES

BASE SALARY

INR 13000 - INR 18000

DESCRIPTION

IT Recruiter, Work From Home – Intellics Global Services

Location: Remote (Work From Home)

Job Type: Full-time, Permanent

Salary: ₹13,000 – ₹18,000 per month + Incentives

HR Contact: +91 8603207822

Email: debjani@intellicsglobal.com

Join Intellics Global Services as an IT Recruiter. This is a permanent work-from-home opportunity. Only female candidates are eligible to apply.

Company: Intellics Global Services Private Limited

Position: IT Recruiter

You will manage the complete IT recruitment process. The role includes sourcing candidates, screening profiles, scheduling interviews, and coordinating until candidates join.

Eligibility:

- Female candidates only.
- 2 to 6 years of IT recruitment experience.
- Any graduate or postgraduate can apply.
- Good knowledge of IT technologies.
- Strong communication skills.
- Good knowledge of MS Excel.

- Own laptop and stable internet connection are required.
- Career gap up to 6 months is accepted.

Key Responsibilities:

- Handle end-to-end IT recruitment.
- Source candidates through job portals.
- Screen resumes and shortlist candidates.
- Schedule telephonic, Zoom, Skype, and face-to-face interviews.
- Negotiate salary and notice period.
- Follow up with candidates until joining.
- Maintain recruitment records and daily reports.

Working Hours:

Office timing is 9:30 AM to 6:30 PM. The 2nd and 4th Saturdays are holidays.

Benefits:

- Permanent work-from-home opportunity.
- Monthly incentives.
- Fixed office schedule.
- Career growth in IT recruitment.

Application Process Guide:

Send your updated resume to the email below. You can also contact the HR team for more information.

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