

WORK VAPOR

Job Link: <https://workvapor.in/jobs/recruitment-executive-%e2%82%b91-4-lpa-work-from-home/>

HIRING ORGANIZATION

iTech Solutions

EMPLOYMENT TYPE

Full-time

JOB LOCATION

? Remote work from: India

RECRUITMENT EXECUTIVE – ?1–4 LPA – WORK FROM HOME

BASE SALARY

INR 100000 - INR 400000

DESCRIPTION

Talent Acquisition Executive – ?1–4 LPA – Remote Hiring

Company: iTech Solutions

Position: Talent Acquisition Executive

Location: Remote (Hiring Office: Mumbai)

Experience: 1–3 years

Salary: ?1–4 LPA

Employment Type: Full-Time, Permanent

Openings: 1

iTech Solutions is hiring a **Talent Acquisition Executive**. The position involves candidate sourcing, screening, interview coordination, and onboarding support. Candidates with recruitment experience can apply.

Contact Details

Email: fatima@itechsolutions.net.in

Call/WhatsApp: +91 9220105559

Key Responsibilities

- Understand hiring requirements from managers.
- Prepare job descriptions when required.
- Source candidates through job portals.
- Use LinkedIn and social media for sourcing.
- Screen resumes and shortlist candidates.
- Conduct initial telephonic assessments.
- Coordinate candidate interviews.

- Maintain candidate records and recruitment trackers.
- Update the Applicant Tracking System.
- Support offer rollout and documentation.
- Follow up until candidate onboarding.
- Build talent pipelines for future hiring.
- Prepare recruitment reports and hiring metrics.
- Support campus hiring when required.

Eligibility

- Bachelor's degree in HR, Business Administration, Psychology, or related fields.
- 1–3 years of recruitment or talent acquisition experience.
- Fresh graduates with recruitment internships can apply.
- Strong verbal and written communication skills.
- Good interpersonal and stakeholder management skills.
- Basic knowledge of recruitment processes.
- Familiarity with Naukri, LinkedIn, Indeed, and similar portals.
- Knowledge of Microsoft Excel, Word, and PowerPoint.
- Strong organizational and time management skills.
- Ability to manage multiple tasks.

Required Skills

- Talent Acquisition
- Non-IT Recruitment
- Candidate Sourcing
- Hiring
- End-to-End Recruitment
- Talent Sourcing
- Head Hunting
- Interview Coordination
- Recruitment Operations

How to Apply

Interested candidates can send their resume through email or contact the recruiter.

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