

WORK VAPOR

Job Link: <https://workvapor.in/jobs/remote-hr-recruiter-talent-acquisition-375429/>

HIRING ORGANIZATION

Sunshine Pediatric And Family Clinic Private Limited

EMPLOYMENT TYPE

Full-time

JOB LOCATION

? Remote work from: India

REMOTE HR RECRUITER | TALENT ACQUISITION

BASE SALARY

INR 250000 - INR 325000

DESCRIPTION

Human Resource Recruiter

Sunshine Pediatric And Family Clinic Private Limited

Sunshine Pediatric And Family Clinic Private Limited is hiring an **HR Recruiter** for a **work from home** position. The hiring office is located in **Bengaluru**. This is a **full-time** role with an **afternoon shift from 2:00 PM to 11:00 PM**.

Contact Details

Email: hr@sunshineacadiana.com

Job Summary

The company is looking for an active and target-driven HR Recruiter. You will handle the full recruitment cycle. You will source candidates, screen profiles, and coordinate interviews.

The role needs good communication and smooth follow-up. You should also help with offer discussions and candidate coordination.

Job Highlights

- Position: HR Recruiter
- Company: Sunshine Pediatric And Family Clinic Private Limited
- Work mode: Remote / Work From Home
- Hiring office location: Bengaluru
- Experience: 1 to 3 years
- Salary: ₹2.5 LPA to ₹3.25 LPA

- Openings: 3
- Employment type: Full Time, Permanent
- Shift: Afternoon Shift, 2:00 PM to 11:00 PM
- Industry: Medical Services / Hospital
- Department: Human Resources

Key Responsibilities

- Manage the full recruitment cycle
- Understand hiring needs with managers
- Prepare and post job descriptions
- Source candidates from Naukri, Indeed, LinkedIn, and social media
- Screen resumes and shortlist profiles
- Conduct initial HR screening calls
- Schedule interviews with hiring managers
- Follow up for feedback
- Handle salary discussion and offer negotiation
- Share offer letters and track acceptance
- Maintain records and proper documentation
- Build a talent pipeline
- Keep follow-ups active
- Maintain a good candidate experience
- Prepare daily and weekly recruitment reports
- Track closures, TAT, and sourcing results

Eligibility Criteria

- 1 to 3 years of recruitment experience
- Good communication skills
- Good interpersonal skills
- Able to work in a fast-paced environment
- Good knowledge of recruitment portals and sourcing methods
- Self-motivated
- Able to work independently in a remote setup

Education

- UG: Any Graduate

Key Skills

- End to End Recruitment
- Talent Acquisition
- Hiring
- Sourcing

About the Company

Sunshine Pediatric and Family Clinic is a healthcare organization. It focuses on quality care, operational excellence, and a people-first culture. The company says it values integrity, collaboration, compliance, and growth.

How to Apply

Interested candidates should send an updated resume to:

Email: hr@sunshineacadiana.com