

WORK VAPOR

Job Link: <https://workvapor.in/jobs/talent-acquisition-executive-for-it-hiring-process-chennai-341411/>

HIRING ORGANIZATION

Verus Solutions

EMPLOYMENT TYPE

Full-time

JOB LOCATION

India

TALENT ACQUISITION EXECUTIVE FOR IT HIRING PROCESS – CHENNAI

BASE SALARY

? 20000 - ? 35000

DESCRIPTION

HR IT Recruiter

Company Name

Verus Solutions

Location

Porur, Chennai, Tamil Nadu

Work Mode

Hybrid Work

Salary

?20,000 – ?35,000 per month

Job Type

Full-time, Permanent

Experience

2 to 5 Years

Contact Details

Email: info@verussolutions.in

Website: www.verussolutions.in

WhatsApp: +91 8300651422

About the Company

Verus Solutions is hiring an HR IT Recruiter for hybrid work. The company wants someone who can manage the full hiring process for technical positions.

The work needs strong communication and good recruitment experience. The candidate should be able to handle IT hiring from start to finish.

About the Work

This is an end-to-end recruitment position. You will work on sourcing, screening, interview coordination, and onboarding support.

The company prefers candidates who can join immediately.

Key Responsibilities

Recruitment Work

- Handle IT hiring from start to end
- Understand client requirements
- Prepare job descriptions
- Source candidates from job portals and LinkedIn
- Screen resumes properly
- Take initial HR interviews
- Coordinate interviews with technical teams
- Follow up with candidates during the hiring process
- Support offer rollout and onboarding

Candidate and Database Management

- Maintain recruitment trackers
- Update candidate databases
- Build a strong talent pipeline
- Manage candidate communication clearly

Required Skills

- Strong IT recruitment experience
- Good sourcing and talent acquisition skills
- Experience with LinkedIn hiring
- Knowledge of technical roles
- Good communication skills
- Strong coordination skills
- Negotiation ability
- Good understanding of recruitment lifecycle

Tools Needed

- Naukri
- LinkedIn
- Indeed
- MS Excel
- Google Sheets
- Zoho Recruit or ATS
- Gmail and MS Office tools

Preferred Experience

- Contract hiring
- Permanent hiring
- Client requirement handling
- Recruitment reporting and metrics

Who Can Apply

- HR recruiters
- IT recruiters
- Talent acquisition professionals
- Candidates with technical hiring experience
- Immediate joiners preferred

How to Apply

Send your resume to the email below. You can also contact through WhatsApp for details.

Contact Details

Verus Solutions

Email ID: info@verussolutions.in

Website: www.verussolutions.in

WhatsApp Number: +91 8300651422