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HR Recruiter responsibilities include sourcing candidates online, updating job ads and conducting background checks. If you have experience with various job interview formats, including phone screenings and group interviews, and can help us recruit faster and more effectively, we'd like to meet you.

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Responsibilities:-

Maintain and develop pipeline of eligible candidates for future open positions

Source potential candidates from various online channels.

Craft recruiting emails to attract passive candidates

Screen incoming resumes and application forms

Interview candidates via phone calling and face to face interviews

Prepare and distribute assignments and numerical, language and logical reasoning tests

Provide shortlists of qualified candidates to line managers

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Requirement

Bachelor's degree

Effective communication skills

Strong organizational and interpersonal skills

Experience working with Microsoft Office suite

High-energy and passion

Demonstrated ability to meet quotas

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