



NIOTECHONE

SOFTWARE SOLUTION PVT.LTD

Job Title: Recruiter (B2B)

We are looking for an enthusiastic and proactive HR Recruiter to join our in-house HR team. The ideal candidate will assist in sourcing, screening, and hiring top talent, primarily for B2B roles across departments. This role offers great learning opportunities and growth for fresher's or early-career professionals passionate about recruitment.

Key Responsibilities:

Handle end-to-end recruitment process for B2B profiles.
Collaborate with department heads to understand hiring requirements.
Source candidates through job portals, LinkedIn, social media, and employee referrals.
Screen resumes, conduct telephonic pre-interviews, and schedule interviews with hiring managers.
Maintain and update the recruitment database and trackers.
Assist with onboarding formalities and documentation.
Maintain regular follow-up with candidates to ensure a smooth hiring experience.
Ensure timely closure of positions and maintain hiring SLAs.

Key Skills Required:

- Strong communication and interpersonal skills.
- Good understanding of recruitment tools and techniques
- Familiarity with job portals and LinkedIn, Nokri, indeed, shine.
- Ability to handle multiple roles and priorities effectively.
- Proficiency in MS Office (Excel, Word).
- Positive attitude, learning mindset, and attention to detail

Eligibility Criteria:



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- Bachelor's degree in HR, Business Administration, or a related field.
- Fresher – 2 Years of experience in recruitment (experience in B2B hiring is a plus).
- Fresher's with strong interest in HR and recruitment are encouraged to apply.

Required Experience: Fresher – 2 Years

No. of Positions: 1