

Marconix Sales Solutions Private Limited

<https://marconix.in/job/hr-recruitment-executive/>

HR Recruitment Executive

Description

- **Job Title:** HR Recruitment Executive / Talent Acquisition Specialist
- **Company:** Marconix Sales Solutions (<https://marconix.in/>)
- **Location:** HSR Layout, Bengaluru, Karnataka (Work from Office)
- **Job Type:** Full-time, Permanent

About Marconix Sales Solutions

At Marconix Sales Solutions, we deliver strategic B2B sales enablement, direct marketing, and high-impact revenue growth models for enterprise clients. We are looking for an energetic, results-oriented HR Recruitment Executive to join our team at our HSR Layout, Bangalore office.

Key Responsibilities

- **End-to-End Recruitment:** Own the full recruitment lifecycle, including job posting, candidate sourcing, screening, interviewing, salary negotiation, and onboarding.
- **Talent Sourcing:** Leverage multiple channels—including **Naukri, Indeed, LinkedIn, job boards, social media, and direct referrals**—to source qualified candidates.
- **Specialized Hiring:** Drive hiring for high-volume and niche roles, focusing on **B2B Sales, Business Development Executives (BDE), Field Sales, Performance Marketers, and Operational staff**.
- **Screening & Shortlisting:** Conduct initial telephonic and face-to-face screening rounds to evaluate candidates' communication, skills, culture fit, and salary alignment.
- **Interview Scheduling & Follow-Ups:** Coordinate interview schedules between hiring managers and candidates, ensuring a seamless candidate experience and minimal drop-off rates.
- **Database & Pipeline Management:** Maintain an active talent pool and update internal candidate tracking systems (ATS/Excel) regularly.
- **Offer & Onboarding:** Draft offer letters, manage candidate documentation, and facilitate smooth Day-1 onboarding.

Required Skills & Qualifications

- **Experience:** 1 to 2 years of hands-on experience in Talent Acquisition / HR Recruitment (Experience in recruitment agencies or B2B sales hiring is a major plus; freshers with an MBA in HR are welcome to apply).
- **Sourcing Capability:** Demonstrated experience using portals like Naukri, Indeed, LinkedIn Recruiter, and local hiring channels.
- **Communication:** Exceptional verbal and written communication skills in English (fluency in Hindi/Kannada is an added advantage for candidate outreach).
- **Target-Driven:** Ability to work under tight hiring deadlines and close positions efficiently.
- **Education:** Bachelor's degree in HR, Business Administration, Psychology, or related fields (MBA in HR preferred).

Hiring organization

Marconix Sales Solution Private Limited

Employment Type

Full-time

Job Location

HSR Layout, Bengaluru, Karnataka, India

Base Salary

₹ 15,000 - ₹ 20,000

Date posted

September 21, 2026

Pay: ₹15,000.00 – ₹20,000.00 per month

Benefits:

- Flexible schedule
- Paid sick time

Ability to commute/relocate:

- HSR Layout, Bengaluru, Karnataka: Reliably commute or planning to relocate before starting work (Required)

Application Question(s):

- The budget for this role is strictly fixed. (Work from Office in HSR Layout, Bangalore). Are you comfortable proceeding with this salary range and location?

Experience:

- HR Recruiter: 2 years (Required)
- Non-IT Recruitment: 2 years (Required)
- HR sourcing: 2 years (Required)
- Employee engagement: 1 year (Preferred)

Language:

- Hindi (Preferred)

Work Location: In person