

Recruiter / Talent Acquisition Specialist

Responsibilities

- Manage end-to-end recruitment lifecycle (sourcing → screening → offer rollout)
- Partner with hiring managers to understand role requirements and team needs
- Source candidates via job portals, LinkedIn, referrals, and networking
- Screen resumes and conduct initial HR interviews
- Coordinate technical interviews and feedback loops
- Maintain candidate pipelines and ATS (Applicant Tracking System)
- Negotiate salary and close candidates efficiently
- Ensure positive candidate experience throughout the hiring process

Skills

- Experience in recruitment will be preferred
- Strong sourcing skills (LinkedIn, Naukri, Apna, Indeed etc.)
- Good communication and interpersonal skills
- Ability to work in a fast-paced environment
- Familiarity with recruitment metrics

Language:

- Hindi (Preferred)

Qualifications

Any Bachelor's degree

Job Benefits

- Paid sick time
- Paid time off

Hiring organization

Marconix Sales Solutions Pvt. Ltd

Employment Type

Full-time

Job Location

HSR Layout, 560102, Bengaluru, Karnataka, India

Working Hours

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Date posted

June 26, 2026