

Senior Recruiter / Recruiter (UK) (IT/Non-IT)

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Company: IMS People Possible

Location: ahmedabad

Category: other-general

Company Name – IMS People (Interactive Manpower Solutions Pvt. Ltd.) Job Title - Recruitment Consultant/ Junior Recruitment Consultant Division – ORS UKShift Timings – 12:30PM to 10:00PM / 1:30PM to 11PM (Sat and Sun off)Job Location – Ahmedabad / JaipurReports to Team Lead/ Assistant Operations ManagerRoles & Responsibility:Sourcing and recruiting qualified candidates matching to the requirement from client. Screening candidates according to the job description Sourcing and recruiting from various job boards and social networking sites. Able to maintain professional email communication with candidates. Coordinating with recruited candidates for scheduling interviews. Maintaining thorough and accurate documentation on all conversations with candidates Able to maintain reports and database of candidates. Manage the sourcing process for Healthcare candidates. Work closely with hiring managers to fill open positions in a timely manner. Support the recruiting functions including scheduling interviews, organizing travel arrangements for candidates, and reserving conference rooms. Provide a stellar candidate experience to all candidates.

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