

Company - Success Pact Consulting Private Limited  
Job Title - Technical Recruiter  
Location - Noida, Uttar Pradesh  
Job Type - Full-time (Work from Office – 5 days in a week)  
Required Experience – 0.6 - 3 Years

### Position Summary

As a “Technical Recruiter”, you will play a crucial role in managing the initial stage of the recruitment process for our clients. Your responsibilities will include understanding client requirements, analyzing requisition details, and sourcing potential candidates through various techniques such as job boards, social media, and professional networks. You will be responsible for screening resumes to ensure candidates' competence and fit against technical job descriptions, crafting and sending bulk emails to build a pipeline of potential candidates, and maintaining an organized candidate database.

### Responsibilities

- You will be working as talent source, responsible to manage the first stage of recruitment process for external hiring's i.e. our clients.
- Understand the client's requirements and analyse the requisition details shared.
- May also create JDs for clients with the help of your reporting supervisor
- Source potential candidates through different sourcing techniques like job boards (e.g. Keyword search, Boolean Search), social media and professional networks like LinkedIn etc.
- Screen the resumes to ascertain the competence and fitment of candidates against a technical job description
- Craft and send bulk emails to attract and build pipeline of potential candidates to meet current and future hiring needs.
- Coordinate during client walk-ins/scheduled drives
- Screen the resumes to ascertain the competence and fitment of candidates against a technical job description
- Maintain candidate's database including referrals.

### What is Required

- Familiarity with entire recruitment life cycle and different sourcing techniques.
- Must have good written and verbal communication skills
- Knowledge of Office automation tools (MS Office etc.) for proofreading, editing and formatting
- Technical qualification preferred (MBA OR B.Tech/BCA/BSc(IT)/MCA/M.Tech)
- Self-confidence and self-starter
- Effective time management and relationship building abilities

If you are passionate about Technical Recruitment (Product Based Hiring) and ready to take on a role, we invite you to join us and make a significant impact.