

Recruitment Coordinator - 6 Months Contractor Bangalore

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Company: Careernet Technologies Pvt Ltd

Location: United Kingdom

Category: business-and-financial-operations

Job Description: Recruitment Coordinator Hirepro Bangalore

Position: Recruitment Coordinator

Duration: 6MonthContract

Experience Level: 0.6 to 2Years

Location: Bangalore

Role Overview:

We are seeking a motivated and detail-oriented Recruitment Coordinator to join our team for a 6-month contract role. This position will primarily focus on interview scheduling ensuring a seamless and efficient recruitment process.

Key Responsibilities:

Interview Scheduling: Coordinate and schedule interviews between candidates and hiring managers ensuring alignment with availability and time zones.

Candidate Communication: Act as the main point of contact for candidates regarding interview logistics providing clear instructions and timely updates.

Calendar Management: Manage interviewers' calendars to schedule interviews ensuring

all stakeholders are informed of any changes or updates.

Candidate Experience: Ensure a positive candidate experience throughout the interview process by providing necessary information and support.

Documentation and Record Keeping: Maintain accurate records of interview schedules, feedback, and candidate status in the applicant tracking system.

Process Improvement: Identify opportunities to streamline and optimize the interview scheduling process to enhance efficiency and effectiveness.

Requirements:

Bachelor's degree in Human Resources, Business Administration, or related field preferred.

Proven experience (0.6 to 2 years) in recruitment coordination with a focus on interview scheduling.

Excellent organizational and time management skills with the ability to prioritize tasks and meet deadlines.

Strong communication skills, both verbal and written, with a customer service-oriented approach.

Proficiency in MS Office Suite and experience with applicant tracking systems (ATS).

Ability to work independently and collaboratively in a fast-paced environment.

Benefits:

Opportunity to gain hands-on experience in recruitment coordination within a dynamic organization.

Exposure to diverse recruitment processes and strategies.

Competitive compensation package.

Potential for future opportunities based on performance and business needs.

Email:

scheduling, calendars, interview, recruitment

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