



<https://www.cielhr.com/careers/non-it-recruiter/>

Non IT Recruiter

Description

Define job description and communicate the same in the public domain appropriately as well as with the potential candidates

- Create a candidate persona for each open position/ mandate
- Identify prospective candidates using a variety of sourcing channels and appropriate screening process
- Follow-up references and check credibility of candidates
- Present shortlisted candidates to the client in appropriately compelling manner
- Coordinate with the client SPOCs rigorously throughout the recruiting cycle for each mandate
- Follow a sustainable candidate lead strategy to create back-ups
- Keep a track of candidates and requirements given by the client on the ATS (Applicant Tracking System)

Skills Required:

1. Knowledge about various industry sectors and current events related to business environment and economy
2. Use of Social Networks and Internet in general to connect with people and find information about any topic
3. Skilled communicator – verbal as well as written, good listening skills, persuasive and empathetic in conversations
4. Believes in setting goals in life and doing one's best to achieve those goals
5. Believes in collaborative working with others in the team and builds rapport with internal stakeholders
6. Starts conversations easily and pays attention to details in the conversations
7. Manages long to-do items effectively within the timelines

Experience

6 month-3 years [Must be from the Recruitment & Staffing Industry.]

Hiring organization

CIEL HR

Employment Type

Full-time

Job Location

Kolkata

Base Salary

₹ . - ₹ 25K NTH

Date posted

August 5, 2025