



<b>Job Title:</b>	HR Recruiter
<b>Department:</b>	Human Resources
<b>Division:</b>	Aerospace/Electronics
<b>Reporting:</b>	HR Generalist

**Position Summary:**

We are currently looking for aggressive HR recruiters who is Smart, Bright, Intelligent, Dedicated Committed people to our team that we are planning to Ramp up. HR Recruiter responsibilities include sourcing candidates online, updating job ads and conducting background checks. If you have experience with various job interview formats, including phone screenings and group interviews, and can help us recruit faster and more effectively. SUCCESS IS A MATTER OF CHOICE NOT CHANCE. We need people who are open to take Initiatives work in teams ensure delivery.

**Sample Job description HR Recruiter:**

- Effectively utilise hiring channels- Success factor, Internal search engine channels
- Understand the requirements in detail and assess the candidate's potential to match the role for Aerospace engineering domain recruitment.
- Coordinate with the candidates for understanding their profile, schedule for test, setup interviews with business leads, keep candidates informed about the stage of selections that they have reached or did not reach and follow the process for final offers.
- Coordinate with the managers to keep them informed about the work progress, share relevant CVs post scrutiny, set up interviews, follow up for feedback and effectively close the positions.
- Weekly Reporting on work Progress to respective team leaders in defined format
- Look for more creative ways of hiring. Assisting in talent acquisition and recruitment Processes.
- Gather and analyze data with useful HR metrics.
- Prepare dashboards & collate data for various processes.
- Analyze data to identify patterns, trends, changes and/or areas of concern
- Demonstrate strong knowledge of Microsoft products (Word, Excel, PowerPoint, etc.) as well as other business applications as required; utilize Microsoft products to extract and analyse data
- work on the most critical engineering Aerospace data needs to support business outcomes
- Ability to multi-task effectively and prioritize work as part of a fast-paced, production environment.

**Education And/or Experience Required:**

- HR Recruiter with 6 months to 2 years of experience
- B.com Graduate or any equivalent degree in Human Resources or related field will be preferable
- Hiring & Sourcing for India & US entity in Engineering or IT profiles (Technology friendly)
- Fluent English written and verbal
- Hand on experience with MS Office
- Preferable experience in Microsoft AX/D365 or other related ERP solution.