

ABOUT SAPIO ANALYTICS

We at Sapio intend to IMPACT-IMPROVE-INFLUENCE. Our team is spread across India, UK, and Silicon Valley focused on creating high-end data-based algorithms powered by AI, on the path to becoming the first purely artificially intelligent policymaking system in India and probably the world. Sapio is on its path to becoming the go-to product for any government body to make decisions, the go-to product that all stakeholders (government representatives, citizens, data experts) would want the government to use before making decisions.

About IT Recruiter:

We're looking for a highly skilled recruiter to become one of them, and to help us find them. The ideal candidate will have prior experience in recruitment or human resources, with knowledge of screening, interviewing, and hiring practices. If you have a passion for finding untapped talent, driving company growth, and helping individuals find promising careers, we want to hear from you.

Roles and Responsibilities:

- Communicating with hiring managers to identify future job openings and the technical requirements for those jobs.
- Screening applicants for competency with the job requirements.
- Arranging telephone, video, or in-person interviews.
- Drafts recruitment advertisements; posts and/or places ads in the most effective digital and/or print media for open positions.
- Selects one or more placement agencies to assist with the recruitment process.
- Maintains contact with candidates to keep them apprised of the status of their applications.
- Interview candidates combining various methods (e.g. structured interviews, technical assessments and behavioral questions)
- Craft and send personalized recruiting emails with current job openings to passive candidates
- Participate in tech conferences and meetups to network with IT professionals
- Stay active with current with job boards, social networks, and platforms to find talent, and plan, create, and release job descriptions and announcements
- Ensure all screening, hiring, and selection is done in accordance with employment laws and regulations

Competencies Required:

- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Thorough understanding of technology, technical roles and technical skills.
- Thorough understanding of recruiting methods and best practices, as well as applicable policies and federal, state, and local employment laws and regulations.
- Proficient with Microsoft Office Suite or related software.

Assets Required: Personal Phone and Laptop

Salary: As per standards