

Job Description: - Trainee – Talent Acquisition

About us:

We are India's Leading Recruitment & Staffing firm having offices in Bangalore, Noida, and Hyderabad. We cater to over 500 customers which include Start-Ups, Product Development, and IT Services companies. We have been operational since 2005, have won prestigious awards from various platforms which include LinkedIn group, JobsforHer, Owler, IIM Jobs, etc.

Zyoin is specialized in solving hiring challenges for our customers and provides customized recruitment solutions our bouquet of offerings includes Permanent Staffing, Contract Staffing, RPO, Executive Search, and Payroll processing. We aspire to become the most respected corporation that provides the best in the breed hiring solutions.

We are looking for Recruiters who thrive on challenges and are willing to go the extra mile in all aspects.

Why should you join us?

1. A dynamic work environment with unmatched learning.
2. Vibrant, modern work culture with no dress code.
3. Performance-driven environment.

Specifications:

Location: Work from Office/ Home - Bengaluru

Position: Trainee – Talent Acquisition

No. of positions: 200

Work Experience: Fresher

Training salary for 6 months – ₹12,000 PM

Promotion after completing 6 months training as Associate Talent Acquisition

Salary after promotion ₹3 LPA to 4.5 LPA PM based on performance

Your own Laptop device for work

Proper Internet connection

Power backup

Key Responsibilities:

- 1) Doing End to End internal Recruitment.
- 2) Advertising vacancies by drafting and placing adverts in a wide range of media, for example, newspapers, websites, magazines.
- 3) Using social media to advertise positions, attract candidates and build relationships with candidates and employers.
- 4) Headhunting - identifying and approaching suitable candidates who may already be at work; using candidate databases to match the right person to the organization vacancy.
- 5) Requesting references and checking the suitability of applicants.
- 6) Briefing the candidate about the responsibilities, salary, and benefits of the job in question.
- 7) Organizing interviews for candidates as requested by the Management.
- 8) Informing candidates about the results of their interviews.
- 9) Working towards and exceeding targets that may relate to the number of candidates placed.
- 10) You will be working with key stakeholders of Zyoin and help us in hiring the right talent for our customers.

Requirement:

- 1) Outstanding verbal and written communication skills
- 2) Passionate about recruitment
- 3) Comprehensive knowledge of MS Office
- 4) Good understanding of full-cycle recruiting.
- 5) Good Analytical skills & organizational skills

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