

roles

and

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responsibilities



## Recruiter-Intern

CMAA ADVISORS PRIVATE LIMITED

### Responsibilities

- Review the job description; understand the requirements of the clients and accordingly execute a search plan for identifying potential candidates to fit the requirement.
- Source candidates using multiple channels like job portals, internal database, social media etc.
- Assess an applicant's relevant experience, knowledge, skills, and competencies.
- Scheduling, coordination, and ownership of end-to-end recruitment cycle.
- Negotiating wage rates and other terms of employment and gain commitment from candidates for current and future job requirements
- Submitting a candidates resume to the hiring managers for further scrutiny or consideration.
- Timely communications with the candidates and keeping them posted with updates on their candidature.
- Engage regularly on an ongoing basis with the candidates through email, voice & video calls.

### Requirements

- Excellent written and verbal communication skills
- Negotiation & Convincing Skills
- Proficiency with MS Office
- Organization/Coordination Skills
- Relationship Management skills
- Learning Agility