HR Recruitment Speciality
LOCATION: BALEWADI, PUNE (REMOTE FOR NOW)

Sarvaha is hiring highly energetic HR specialist to work with our recruitment function. You will be responsible for helping Sarvaha grow by identifying great talent and independently managing the end to end recruitment process. This full-time position requires excellent communication skills, prior experience of recruitment of software professionals and use of recruitment tools. Basic familiarity of software programming and technology terms would be nice to have.

Key Responsibilities

- Create job posts based on Job Descriptions
- Finding the right talent and conducting basic screening interviews
- Interview scheduling and management
- Following up with the candidates
- Organize campus recruitments with Training and Placement Officers of education institutes

Skills Required

- Minimum 1 year of software professional recruitment experience
- Knowhow of LinkedIn jobs, Naukri and new-age recruitment tools is mandatory
- Excellent English written and verbal communication skills is mandatory
- Undergraduate Degree with specialisation in HR is highly desired
- Good interpersonal and negotiation skills
- Ownership of complete recruitment activity

Position Benefits

- Industry best remuneration and excellent growth opportunities
- Excellent, no-nonsense work environment with the very best people to work with
- Highly challenging software implementation problems
- Work from home: we offered complete work from home even before the pandemic

About Sarvaha

Sarvaha is a small, friendly and specialized software company that provides mature software development expertise and passion to build quality products. Please visit our website at http://www.sarvaha.com to know more about us.