

HR Recruiter**Organization:** BFSI connect**Location:** Rajkot, Gujarat**Experience:** Fresher to 2 Years**Employment Type:** Full-Time**Short Description**

We are looking for a dynamic HR Recruiter to manage end-to-end recruitment activities for BFSI and other client mandates. The role involves sourcing, screening, coordinating interviews, maintaining candidate records, and ensuring timely closures while delivering an excellent candidate experience.

Must Have

- Graduate in any discipline
- Excellent communication skills
- Sourcing & screening experience
- Knowledge of recruitment process
- MS Office proficiency
- Strong follow-up & coordination skills
- Target-oriented approach

Skills Required

Talent Sourcing | Candidate Screening | Interview Coordination | Communication | Negotiation | ATS & Job Portals | MS Office | Follow-up & Closure | Time Management | Teamwork | Target Orientation

Key Responsibilities

- Source candidates through job portals, LinkedIn, and databases
- Screen and shortlist relevant profiles
- Schedule and coordinate interviews
- Maintain ATS and candidate records
- Follow up with candidates and clients
- Manage offer rollout and joining process
- Build and maintain talent pipelines
- Achieve hiring and closure targets
- Ensure a positive candidate experience
- Support day-to-day recruitment operations for BFSI mandates

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