

Job Title: HR Recruiter

Job Summary:

We are seeking a **HR Recruiter / Technical Recruiter** to join our team. The ideal candidate should have expertise in **IT recruitment, talent acquisition strategies**, and industry hiring trends, with the ability to identify and attract top technical talent to support our company's growth.

Key Responsibilities :

- Manage the full recruitment cycle, from sourcing to onboarding, for technical and non-technical roles.
- Source and attract candidates using job portals, LinkedIn, employee referrals, and other hiring platforms.
- Screen resumes and conduct initial HR interviews to assess candidates' skills and cultural fit.
- Coordinate and schedule technical interviews with hiring managers and team leads.
- Build and maintain a strong pipeline of IT professionals for future hiring needs.
- Ensure a seamless onboarding experience for new hires.
- Maintain recruitment reports and track hiring metrics.
- Stay updated on industry trends and hiring best practices in the IT sector.

Required Skills and Qualifications

- Preferably Management background.
- 1-3 years of experience in IT recruitment or technical hiring.
- Strong knowledge of IT job roles, technologies, and hiring trends.
- Proficiency in LinkedIn, job portals (Hirect, Indeed, etc.), and ATS systems.
- Excellent communication and negotiation skills.
- Ability to manage multiple openings and meet hiring deadlines.
- Forensic attention to detail.
- Creativity & innovation.
- Time-management skills.
- Problem-solving skills.
- Communication skills.

Work Location: Surat (Onsite Only)

How to Apply:

- Email your resume to hr@dynamicdreamz.com.
- Use "HR Recruiter Application – [Your Full Name]" as the subject line.