

Position: Recruiter

Location: Hyderabad, India

Reporting to: Senior Manager - HR

Salary: As per industry standard

Number of openings: two (2)

About us: Template.net is a global product loved by 100 millions users. We are an 8 year old global brand bootstrapped from hyderabad.

Who are we: We are a passionate team of 200+ creators & engineers working from offices in Hyderabad, Singapore, Philippines & Vietnam. We are passionate about creating high quality, world class products.

Job Overview:

We are seeking a skilled Recruiter to join our dynamic team. The Recruiter will play a crucial role in sourcing, attracting, and hiring top talent to meet our organization's staffing needs. The successful candidate will collaborate with operation managers to understand staffing requirements, employ effective sourcing strategies, and manage the end-to-end recruitment process.

Responsibilities:

- Collaborate with hiring managers to determine staffing needs and requirements.
- Develop and implement effective recruitment strategies to attract qualified candidates.
- Source candidates through various channels, including Campus, online job boards, social media, and networking events.
- Conduct thorough candidate screenings, interviews, and assessments.
- Build and maintain a strong talent pipeline for current and future staffing needs.
- Coordinate and schedule interviews with hiring managers and candidates.
- Manage the offer and negotiation process, ensuring a positive candidate experience.
- Utilize applicant tracking system (ATS) to track and manage candidate progress.
- Stay updated on industry trends, market conditions, and recruitment best practices.
- Provide regular updates and reports on recruitment metrics and progress.

Qualifications:

- Proven experience as a Recruiter or in a similar role.
- Solid understanding of the full recruitment lifecycle.
- Familiarity with various sourcing techniques and tools.
- Excellent communication and interpersonal skills.
- Ability to build strong relationships with hiring managers and candidates.
- Detail-oriented with strong organizational and time management skills.
- Proficiency in using applicant tracking systems (ATS) and other recruitment software.
- Knowledge of employment laws and regulations.
- Bachelor's degree or MBA in Human Resources, Business, or a related field is preferred.

What's In Store for You:

- Fixed Days off on Saturdays and Sundays. Day shift - 9 AM to 6 PM
- Comprehensive HMO coverage upon regularization to take care of your health and well-being.
- Free lunch in the office
- Generous vacation and sick leaves benefits upon regularization, ensuring your work-life balance
- Enjoy a lively office environment with an ample supply of coffee to keep you energized and focused
- Compensation: As per the industry standard

How to Apply:

Interested candidates are invited to submit their resume / CV and cover letter to HR@blueberrylabs.com.

Application Deadline: 30th Dec 2023