

HR Executive - JOB DESCRIPTION

OVERVIEW

Milearth Softech is into development of Web Applications and Native Mobile Applications. The Web Developer will contribute alongside the Web & Mobile app development team for Front-End Development and Backend Development. If needed, collaborate with Android & iOS Developers to design back-end architecture and planning while driving the back-end execution. The appropriate candidate who meets below requirements will join a talented team of developers working on a product getting build on **Web, Android & iOS** platforms. New team members are expected to work with fellow developers for product development and enhancement with proficiency in below mentioned:

SKILLS

1. Recruitment Sourcing
2. Database Maintenance
3. IT recruiter
4. Change Management
5. Communication
6. Negotiation

CANDIDATE SHOULD HAVE EXPERIENCE/KNOWLEDGE OF

1. Handling the entire recruitment cycle exercising all recruitment tools such as references, resume search, database, job portals, etc.
2. Understanding the client's requirements thoroughly.
3. Sourcing and screening profiles through job portals successfully and sourcing the right candidate according to the job specifications.
4. Defining job roles and responsibilities to candidates.
5. Creating and maintaining database effectively and managing candidate and client information
6. Including clients requirements, interviews scheduled, and list of selected candidates.
7. Following up with candidates until they join the organization.