



**Mydala is hiring for HR Recruiter / Sr. HR Recruiter**

**Location-** New Delhi

**Position Type-** Full Time

**Education-** UG - Any Graduate -Any Specialization /PG - Any PG Course - Any Specialization

**Work Experience-** 1 year - 4 years

**Roles and Responsibilities**

**IN-HOUSE RECRUITMENTS**

- Searching the relevant profiles from various PORTALS like NAUKRI, MONSTER, TIMES JOB,
  - Screening the profiles & taking the whole follow-ups with the candidates.
  - End to End tracking of profiles (sources till the offer / joining)
  - Helping negotiate the offer including compensation structures. Conducting the PIRs to check communication Skills, technical skills, interest level, availability, salary, etc.
- Maintaining a systematic and comprehensive database of all candidates
- Taking care of joining formalities
- Participation in Induction programmed
- Maintaining files of the employees
- Can handle recruitment targets

**Ideal Candidate**

- Good Communication Skills
- Recruitment background will be an added advantage
- Hard working and presentable
- Ability to work under pressure

Share your resume at [jobs@mydala.com](mailto:jobs@mydala.com)