

Success Pact Consulting Pvt. Ltd.

Work Location – Noida Company - <http://successpact.com>

Job Role - Sr. Technical Recruiter

Experience – 1 year to 3 years

We are looking for a Sr. Technical Recruiter to source, interview and select qualified job candidates for our clients. Sr. Technical Recruiter responsibilities include placing job ads in various online channels, evaluating applications and providing shortlists of qualified candidates based on established criteria. To be successful in this role, you should have experience filling a variety of jobs for different departments and seniority levels.

Ultimately, you will help our clients reduce time to hire by providing high-quality candidates in a timely manner.

#### Responsibilities

- Conduct intake meetings with clients to agree on qualification criteria for candidates
- Publish job ads on careers pages, job boards and social media
- Source and contact passive candidates online (e.g. via LinkedIn)
- Network with candidates offline during job fairs
- Screen resumes and job applications
- Interview candidates and provide shortlists of qualified potential hires
- Update clients on hiring status (e.g. number of screened candidates)
- Prepare candidates before interviews with clients
- Create talent pipelines with high-potential candidates for future job opportunities
- Keep detailed records of past applicants' information, including resumes, assignments and interview evaluations
- Manage a portfolio of clients and maintain good relationships with them

#### Requirements

- Proven work experience as a Technical Recruiter, [Recruiter](#) or similar role
- Ability to manage the first hiring stages (job posting, sourcing, screening, interviewing)
- Experience with various interview formats, including phone screening calls, in-person interviews and group interviews
- Experience evaluating candidates for various roles and seniority levels
- Knowledge of resume databases
- Excellent communication and relationship-building skills
- Solid organizational and time-management abilities
- Education – An Engineering degree will be ideal.

**SUCCESS PACT**  
AN IDEAL DEAL OF EXPANSION

Success Pact mission is to remain a recognized leader in providing premier professional engineering and hiring solutions for industry. We are committed to supporting our client's requirements by delivering cost effective, ethical, reliable, and high quality resources with strategic value, while

sustaining a challenging and rewarding work environment for our greatest asset, our employees. We are start-up aficionado and building a team of technologist recruiters.

Combination of human intelligence with software product hiring space is named Success Pact. We love to facilitate our employees with this aim to be highfliers for other enthusiastic.