



Rythmus Foundation

Job Description

Position Title:	TA Officer
Key Responsibility:	- Execute end-to-end recruitment cycles for assigned requisitions, from sourcing to offer. - Utilize various channels (job portals, social media, databases) to actively source and build a qualified candidate pipeline. - Screen resumes, conduct initial phone screens, and assess candidates against role requirements. - Coordinate and schedule interviews between candidates and hiring managers efficiently. - Maintain a positive candidate experience by providing timely communication and feedback. - Assist in the negotiation of job offers and facilitate the pre-onboarding process. - Ensure accurate and up-to-date records of all candidate interactions in the Applicant Tracking System (ATS). - Support employer branding initiatives by promoting the company as a great place to work. - Build strong working relationships with hiring managers to understand their team needs. - Stay informed about market trends and best practices in talent sourcing.
Essential Skills	- Sourcing & Recruitment Expertise - Excellent Communication & Interpersonal Skills - Organization & Time Management - Candidate Relationship Management - Proficiency with ATS & Sourcing Tools - Collaboration & Teamwork
Location	Remote
Qualification	Any Graduate / B.Com / M.Com, Any Other relevant degree
Exp. Required	02 to 03 Years relevant experience.
Nature of Job	Full-Time / Part-Time / Contractual On-site / Hybrid / Remote