

Talent Acquisition Executive

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Phone :

Web :



Job Summary

Vacancy :

Deadline : Jan 01, 1970

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Employment Status : Full Time

Experience : 1 - <3 Years

Salary :

Gender : Any

Career Level : Any

Qualification : B.Tech

Job Description

Location: Madhapur, Hyderabad

Experience: 2–5 Years

Employment Type: Full-Time | Onsite

We are looking for a dynamic and result-driven Talent Acquisition Executive to support end-to-end recruitment activities across IT & Non-IT roles. The ideal candidate should be proactive, target-oriented, and skilled in sourcing quality profiles through multiple hiring channels.

Key Responsibilities:

The Talent Acquisition Executive will be responsible for sourcing, screening, coordinating interviews, and supporting hiring delivery while maintaining strong communication with candidates, vendors, and internal stakeholders.

Key Responsibilities:

- End-to-end recruitment for IT & Non-IT positions
- Source candidates using job portals, LinkedIn, referrals, and databases
- Screen resumes and conduct initial candidate assessments
- Coordinate interviews and follow-ups with candidates
- Maintain candidate pipeline and recruitment trackers
- Work with vendors and external partners for profile sourcing
- Ensure timely closures and support onboarding activities
- Maintain recruitment MIS and daily/weekly hiring reports

Qualifications & Requirements:

- 2–5 years of experience in Talent Acquisition / Recruitment
- Experience in IT & Non-IT hiring
- Hands-on experience with Naukri, LinkedIn, Indeed, etc.
- Good communication and coordination skills
- Ability to work in a fast-paced hiring environment
- Strong follow-up and stakeholder management skills

Education & Experience

Must Have

Educational Requirements

B.Tech

Compensation & Other Benefits
