



## HIRING

**Job Role:** Non IT- Recruiter

**Location:** Bangalore (Kindly apply only who are available for F2F Interview)

**Salary :** Upto 3 LPA

**Duration:** Full Time

**Qualification:** Bcom/BBA/BA

**Year of Passout:** 2021,2022 & 2023

**Bond :** No

**Shifts :** Day Shift

### **Job Description**

1. Designing and updating job descriptions.
2. Handling the entire recruitment life cycle.
3. Sourcing candidates using different job portals ( Naukri, linkedIn etc).
4. Contacting, briefing, conducting interviews, preparing inputs for internal and client review.
5. Advertising jobs on various careers pages, job boards etc.
6. Database management.

### **Requirements**

1. Strong communication skills
2. Strong analytical, logical and reasoning skills
3. Have a genuine interest in being in the people's profession
4. To work from office only

*Disclaimer:* At **ETOE Global** we do not force anyone to take up an interview, only interested students apply for it others kindly wait for the opportunities.