Junior Recruiter

Hiring organization
Seagull

Employment Type
Full-time

Beginning of employment
Immediate

Job Location
Kochi, kerala, india

Working Hours
8.30 AM – 5 PM

Base Salary
₹ 10000 - ₹ 15000

Date posted
August 18, 2025

Description

We are seeking a motivated **Junior Recruiter** to join our HR team. The role involves assisting with the full recruitment cycle, from job posting to onboarding, while ensuring a smooth and positive experience for candidates.

Responsibilities

- Support the end-to-end recruitment process.
- Screen resumes and conduct initial candidate assessments.
- Schedule and coordinate interviews with hiring managers.
- Maintain candidate databases and recruitment reports.
- Assist with employer branding initiatives and recruitment campaigns.

Qualifications

- Bachelor’s degree in HR, Business Administration, or a related field (or equivalent experience).
- Strong communication and interpersonal skills.
- Ability to multitask and stay organized in a fast-paced environment.
- Knowledge of recruitment tools or applicant tracking systems is an advantage.
- Fresh graduates or up to 1 year of experience in recruitment/HR can apply.