Lean Apps

IT Recruiter

What does this role mean

You are a pro in closing open positions within timelines while building a strong business relationship with the stakeholders and the candidates

You are entrusted with

- Screening of resumes to determine which candidates meet the minimum requirements from LinkedIn and other portals.
- End to end management of India and International hiring.
- Conducting initial interviews and narrowing the number of potential candidates who shall be interviewed by the hiring manager.
- Conducting reference checks by verifying employment information and contacting the professional and personal contacts provided by the candidate.
- Effective communication with the hiring manager and interview team to ensure preparedness during the interview process. Share and exchange information with all levels of management.
- Building and maintaining a network of potential candidates through proactive market research and on-going relationship management; conducting in-depth interviews of potential candidates keeping the core values of the company in mind, demonstrating the ability to anticipate hiring manager preferences through high offer-to-interview ratios.
- Provide a great candidate experience and act as a candidate advocate.
- Articulate in writing a plan with deliverables, timelines and a formal tracking process.

And you...

- Possess strong ability to screen candidates within the framework of the position specifications and prepare ideal candidate data within an appropriate and consistent timeline.
- Have high social intelligence and excellent communication skills — You are an executor. Problem solving, teamwork, customer focus, interpersonal skills and communication skills are all second nature for you.
- Have 2 - 3 years' of experience as an IT Recruiter and International Hiring through upwork or similar websites.
- Can work independently — You are reliable whilst working virtually and from home. You are a self-starter.

Competencies/Skills

Strategic Planning

Understanding the importance of planning and strategy. Setting long-term goals and adjusting actions based on the results, addressing problems and opportunities for the company.

Time management

When dealing with different topics and responsibilities, it is crucial to keep an overview and divide the available time in accordance with the urgency of the tasks. Define and communicate deadlines to the involved parties.

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Amazing Communication and Collaboration

The communication should be very clear and crisp with no scope for assumptions or speculations. Should be well organized in their work and does not work without agendas.

When in a problem, seek help from colleagues and come up with the best possible solutions. Provide help wherever possible.

Very Good Listener

A very good listener, understands everyone's problems and help them in solving the problems at every level (team, customer, colleagues, stakeholders)

Should be able to seek criticism at every level (customer, stakeholder, SM, development team) and focus on the areas of improvement.

Core values

Live the core values laid by Lean Apps.

- Deliver a WOW experience
- Be Honest
- Be accountable and responsible

How do you apply?

At Lean Apps, we're looking for innovative and creative thinkers seeking to join a   team of like-minded achievers who want to revolutionize the world of digital products. If you think you might be the right fit for our team and our

company values, please apply by using the below process. Tell us why you're perfect for this job by sending a cover letter and CV to careers@theleanapps.com.