

Organization:	Archer & Bull
Job Title:	Junior Talent Consultant
CTC:	8.25 LPA
Location:	Bangalore/Gurgaon
Departments Eligibility:	COMMERCE & MANAGEMENT
Course Eligibility	MBA
Student Gender Preference:	Male/Female

General Job Description

- Support recruitment team in sourcing and screening candidates.
- Source potential candidates through job boards, social media, and employee referrals.
- Conduct initial interviews and phone screenings.
- Coordinate interviews with hiring managers and other stakeholders.
- Manage candidate database and ensure accurate tracking.
- Provide excellent candidate experience and timely communication.
- Collaborate with hiring managers to understand job requirements.
- Assist in creating job postings and other recruitment materials.
- Ensure compliance with recruitment policies and procedures.
- Track and report recruitment metrics and data.

Eligibility

COMMERCE & MANAGEMENT

SPECILIZATION –HR

MBA

FRESHER

Familiarity with recruitment principles, practices, and laws, including sourcing, interviewing, and candidate selection

Proficiency in Microsoft Office, applicant tracking systems (ATS), and other HR software, with the ability to learn new technologies quickly.

Excellent verbal and written communication skills.

Ability to work collaboratively with cross-functional teams, including hiring managers, HR, and other stakeholders.

Job Reviewed by: Director, Training & Placement

Job Approved by: Director, Training & Placement

Job opportunity provided through: Training and Campus Placement Department

Date : 28/08/2025