JOB DESCRIPTION

Organization:	**CHIRANJIVI BUSINESS SOLUTIONS (OPC) PRIVATE LIMITED.**
Job Title:	**Talent Acquisition**
CTC:	**5 LPA**
Location:	**Hyderabad**
Departments Eligibility:	**MANAGEMENT**
Course Eligibility	**MBA/BBA**
Student Gender Preference:	**ALL**

General Job Description

- Manage end-to-end recruitment activities from sourcing to on boarding.
- Source candidates through job portals, LinkedIn, employee referrals, social media, and other recruitment channels.
- Screen resumes and conduct initial telephonic/video interviews to assess candidate suitability.
- Understand job requirements and coordinate with hiring managers to identify suitable profiles.
- Schedule and coordinate interviews between candidates and hiring teams.
- Maintain candidate databases and update recruitment trackers regularly.
- Follow up with candidates throughout the selection and offer process.
- Coordinate salary discussions, documentation, background verification, and joining formalities.
- Build and maintain a strong talent pipeline for current and future hiring requirements.
- Ensure a positive candidate experience throughout the recruitment process.
- Prepare recruitment reports and track hiring metrics such as sourcing, interviews, selection, and joining ratios.
- Support employer branding and participate in job fairs, campus hiring, and recruitment drives.

Preferred Skills

- Excellent verbal and written communication skills.
- Strong interpersonal and relationship-building skills.
- Good knowledge of recruitment and talent acquisition processes.
- Proficiency in MS Office/Excel and recruitment portals.
- Ability to source and evaluate candidates effectively.
- Strong negotiation, follow-up, and coordination skills.
- Good organizational and time-management abilities.
- Target-oriented, proactive, and self-motivated approach.
- Ability to work effectively in a fast-paced recruitment environment.

Eligibility
MANAGEMENT
Specialization **BBA/MBA**
Fresher
Technical skills, attention to detail, problem-solving, and communication skills.
Meeting minimum age requirements, typically 18 years old.

Job Reviewed by: Senior Director, Training & Placement
Job Approved by: Senior Director, Training & Placement
Job opportunity provided through: Training and Campus Placement Department

DATE:-12.05.2026