**Job Title** Recruitment Specialist

**Background**

Vihara is one of India’s leading design led social innovation practices. It has been working in this sector for more than a decade, and has deep expertise in bringing innovation to social development.

Our teams are multi-disciplinary, representing wide expertise areas such as Design, Research, Management and more. Our way of working involves tying together these various technical skills to achieve the common goal of making social systems work for people. As such, we like to think of our team as changemakers, rather than identify them by their technical specialities.

**What will your day to day look like?**

* Converting job briefs into JDs and advertisements
* Using social media platforms like linkedin, facebook etc for increasing the candidate pool
* Search of candidates through subscribed data-bases and social networking sites
* Screening applications and short listing candidates
* Sharing candidate summaries and profiles with division heads
* Coordinating and scheduling interviews between project team members and candidates
* Conducting initial screening calls, compensation negotiations with candidate
* Candidate reference checks, document collection and collation
* Updating and sharing status reports, as required, managing onboarding and induction of new joiners’

**Role**

Vihara currently seeks to hire an Recruitment Specialist – Recruitment based at our office in New Delhi. The position will be primarily responsible to manage recruitments and onboarding of new joiners’. Additionally, the position will be expected to support the HR Manager in other HR related activities whenever required.

**Good to haves ( skills / experiences )**

* Up to 3 years of experience of working in an HR/Recruitment consultancy.
* Graduate in any discipline. Specialization in Human Resource Management (HRM) preferred
* Hands-on experience of working through job portals and social media for HR search processes
* High level of fluency and articulation in written and spoken English**.**
* Demonstrated experience of independently coordinating recruitment processes

**How to apply**

To apply for this job, please write a succinct email describing your interest in this position, and attach your up to date CV. Please highlight experiences that are relevant to the description mentioned above.

Send it to vihara@vihara.asia

**About Vihara**

You can read more about our work on our [website](http://vihara.asia)