

About Techmagnate-

Techmagnate (<https://www.techmagnate.com/>) is a leading Digital Marketing Agency based in New Delhi, India and we are expanding! We are looking for ROI-driven digital marketing experts to #BeAMagnate.

Our core competencies are digital marketing & technology solutions. We help you to outline, evolve and employ proficient, best priced and top-notch Digital Marketing Services, including Search Engine Optimization, Pay Per Click, App & Mobile Marketing, Reputation Management, Social Media, Content Marketing and more related services to empower your business.

We have a strong, hustling and enthusiastic team of 250+ young digital marketing professionals who have delivered fantastic results for top-notch clients in industries like BFSI, B2B, Healthcare, IGaming, Education and Ecommerce.

Our 9 Core Values are more than just words, they're a way of life. We know that Company with a strong culture & a higher purpose perform better in the long run.

Do you relate to our values?

- ❖ Digital Excellence
- ❖ Trusted Partnerships
- ❖ We've got each other's back
- ❖ We see things end to end
- ❖ Think big, be bold
- ❖ Keep learning, keep unlearning
- ❖ Abundant positivity
- ❖ Open mind open door
- ❖ Customer Growth

Job Summary:

We are looking for a motivated and detail-oriented HR Executive with 1–2 years of experience in recruitment to join our growing HR team. In this role, you will be responsible for managing the end-to-end recruitment process, from sourcing and screening candidates to coordinating interviews and onboarding new hires. The ideal candidate is passionate about talent acquisition, has strong communication skills, and thrives in a fast-paced environment.

Key Responsibilities:

- ❖ Manage the full recruitment lifecycle for various roles across departments.
- ❖ Source and screen candidates through job portals, social media, and referrals.
- ❖ Schedule and coordinate interviews with hiring managers and candidates.
- ❖ Maintain and update the applicant tracking system (ATS) and recruitment dashboards.
- ❖ Draft and publish job descriptions on various platforms.
- ❖ Conduct initial HR interviews to assess cultural fit and role alignment.

- ❖ Follow up with candidates throughout the hiring process to ensure a positive experience.
- ❖ Support onboarding processes and documentation for new hires.
- ❖ Collaborate with team members on employer branding and campus hiring initiatives.

Requirements:

- ❖ Bachelor's degree in Human Resources, Business Administration, or a related field.
- ❖ 1–2 years of hands-on experience in recruitment or talent acquisition.
- ❖ Familiarity with sourcing techniques and job portals (e.g., Naukri, LinkedIn, Indeed).
- ❖ Good understanding of interview techniques and evaluation methods.
- ❖ Strong organizational and time-management skills.
- ❖ Excellent verbal and written communication skills.
- ❖ Proficiency in MS Office and experience with any ATS is a plus.

Preferred Skills:

- ❖ Exposure to IT or non-IT recruitment (customize as per company focus).
- ❖ Experience in volume hiring or campus recruitment is an advantage.
- ❖ Ability to handle confidential information with integrity.