



CORIZO

Empowering Tomorrow's Leaders

JOB DESCRIPTION

About Us:

Corizo is an edtech platform that helps students with internships, professional training programs, career guidance, and mentorship. Our aim is to bridge the gap between formal education and the ever changing requirements of the industry.

At Corizo, we believe everyone should have the opportunity to create progress through technology and develop the skills of tomorrow. With assessments, learning paths and courses authored by industry experts, our platform helps individuals benchmark expertise across roles. Our mission is to train the world's workforce in the careers of the future. We partner with leading technology companies to learn how technology is transforming industries, and teach the critical tech skills that companies are looking for in their workforce.

Job Designation: TALENT ACQUISITION EXECUTIVE

Roles and Responsibilities:

- Collaborating with department heads to understand staffing needs.
- Anticipating future hiring needs based on business goals and projections.
- Utilizing various channels to attract potential candidates (job boards, social media, networking, etc.).
- Reviewing resumes and applications to ensure alignment with job requirements.
- Coordinating and scheduling interviews with hiring managers.
- Providing necessary information to candidates regarding the interview process.
- Working closely with hiring managers to understand the requirements of each role.
- Providing guidance on best practices for hiring and talent acquisition.
- Facilitating the onboarding process to ensure a smooth transition for new hires.
- Continuously evaluating and improving recruitment processes.
- Extending job offers and negotiating terms with selected candidates.
- Building and maintaining a talent pipeline for current and future positions.



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Skills Preferred:

- Strong verbal and written communication for effective interaction with candidates, hiring managers, and team members.
- Critical thinking and problem-solving skills to address challenges in the recruitment process.
- Ability to build relationships and rapport with candidates, hiring managers, and colleagues.
- Capability to negotiate job offers and terms with candidates.
- Efficiently manage multiple tasks and prioritize responsibilities to meet deadlines.
- Stay informed about industry trends, salary benchmarks, and competitor practices.

Eligibility Criteria:

- Bachelor's degree in Human Resources, Business Administration, Psychology, or a related field.
- Proven ability to build and maintain a professional network for candidate sourcing.
- Effective time management and organizational skills to handle multiple tasks simultaneously.
- Proven track record of meeting recruitment targets and goals.
- Understanding of the importance of maintaining confidentiality in recruitment processes.

Interview Rounds:

1. Screening
2. HR Interview

Compensation:

In probation- **15,000/-** per month

CTC : 2.64- 4LPA (Based on the performance in probation)

Probation (Internship) of 3 months and full time job role based on performance.

Location: Bangalore (Work from Office)

Address: 3rd floor, VMF2+7FJ Classic Arena, Hosur Rd, AECS Layout - A Block, Singasandra, Bengaluru, Karnataka 560068