

Senior IT Recruiter (2 to 4 YEARS)

Description

We are seeking a dynamic and experienced IT Recruiter to join our growing team. The ideal candidate will have a strong background in IT recruitment along with exposure to core HR functions including employee relations, performance management, compliance, and organizational development

Roles and Responsibilities:

1. Lead end-to-end IT recruitment processes including sourcing, screening, interviews, negotiation, and onboarding for technical and non-technical roles.
2. Develop effective sourcing strategies to attract top talent through job portals, social media, referrals, and networking.
3. Coordinate with hiring managers to understand role requirements and develop job descriptions accordingly.
4. Handle employee relations, address grievances, and support conflict resolution to maintain a healthy work environment.
5. Conduct regular performance reviews and assist in performance appraisal processes.
6. Maintain and update employee records and HRIS databases with a high level of confidentiality and accuracy.
7. Assist in developing, implementing, and revising HR policies and procedures in line with organizational goals and labor law compliance.
8. Drive employee engagement initiatives, organize internal events, training programs, and team-building activities.
9. Monitor HR metrics and provide periodic reports to management.

Skills & Requirements:

1. Master's degree in Human Resources, Business Administration, or related field.
2. Minimum 2+ years of HR experience, with a strong focus on IT recruitment.
3. Proven experience in managing HR operations within IT services or a tech-based organization.
4. Strong knowledge of Indian labor laws, HR compliance, and industry best practices.
5. Proficient in HR software/tools and Microsoft Office Suite.
6. Exceptional leadership, organizational, communication, and interpersonal skills.
7. Ability to handle sensitive situations with professionalism and discretion.

Education

Bachelor's degree

Contacts

Email: hr@galtech.org
Call: +91 6282845368

Valid through

24.10.2025

Date posted

September 18, 2025

Hiring organization

GALTech Technologies Pvt Ltd

Job Location

Infopark, Thrissur, 680308,
Thrissur, Kerala, INDIA

Employment Type

Full-time

Skills

Proficient in HR software/tools and Microsoft Office Suite.
Exceptional leadership, organizational, communication, and interpersonal skills.

Industry

Software Development

Base Salary

INR 15000 - INR 30000

Working Hours

9.00 AM to 6.00 PM