

## Job Title: HR Recruiter & Admin

**Location:** New Delhi, India

**Job Type:** Full-Time

---

### About Us

We are a real estate tech startup that transforms the way you buy and sell residential properties in India. Our advanced platform provides an intuitive experience, allowing you to explore listings, compare prices, and make informed decisions with ease. Housp equips you with the tools and insights necessary to navigate the real estate market confidently. Selling and upgrading homes through technology.

---

### Job Overview

As the **HR Recruiter & Admin**, you will play a pivotal role in sourcing, recruiting, and onboarding top-tier sales talent, while also managing the day-to-day administrative tasks related to HR processes and daily office activities. Your role will be a blend of **sales hiring**, **talent management**, and **administrative support**, ensuring that our recruitment process is efficient and seamless as we build a high-performing sales team.

You will work closely with the HR and Sales teams, helping us identify the right candidates for various sales positions such as **Business Development**, **Account Management**, **Sales Operations**, and **Customer Success**.

---

### Key Responsibilities

#### Sales Recruitment:

- **Collaborative Hiring:** Partner with sales leadership to understand the specific sales roles and team needs.
- **Sourcing & Screening:** Actively source candidates for sales roles through job boards, LinkedIn, social media, recruitment agencies, and other channels. Conduct initial phone screenings and interview candidates to assess their skills, qualifications, and cultural fit.
- **Candidate Management:** Track candidate pipelines and update stakeholders regularly. Ensure a smooth and timely interview process for candidates with the relevant hiring managers.
- **Offer Negotiation & Onboarding:** Extend job offers, negotiate terms, and manage the end-to-end onboarding process for new hires.
- **Sales Role Market Intelligence:** Stay updated on the latest trends in sales recruitment within real estate tech and other relevant industries to bring fresh insights into hiring strategies.

## HR Administration:

- **Documentation & Compliance:** Maintain employee records, contracts, and ensure compliance with company policies and legal requirements. Prepare HR-related documents as required for recruitment, onboarding, and employee relations.
  - **Scheduling & Coordination:** Organize interviews, meetings, and candidate assessments. Coordinate onboarding schedules for new hires, ensuring they have all necessary materials, equipment, and training.
  - **Data Management & Reporting:** Maintain accurate recruitment data, generate reports on hiring metrics, and share insights with leadership to continuously improve the recruitment process.
  - **Employee Support:** Act as the point of contact for new hires, answering any queries they may have during the hiring and onboarding process.
  - **Office Admin Support:** Assist with general office management tasks, including managing office supplies, travel coordination for interviews, and ensuring a smooth work environment.
- 

## Key Qualifications

### Experience:

- 2-3 years of **recruitment experience**, preferably with a focus on **sales hiring** in the **real estate or tech** industries.
- Some experience in **administrative roles** (e.g., managing HR documentation, scheduling, coordinating onboarding, etc.) would be an advantage.
- **Start-up experience** is a plus, as this role involves a high level of multitasking and adaptability.

### Skills:

- Strong understanding of sales roles and recruitment best practices for fast-paced industries like **tech** and **real estate**.
- Proven ability to use **social media platforms** (LinkedIn, Naukri, etc.) to source candidates.
- Proficiency in using **HR software, applicant tracking systems (ATS)**, and office tools (Excel, Google Workspace, etc.).
- Excellent communication skills—able to build rapport with candidates, hiring managers, and internal teams.
- Strong organizational skills, with the ability to manage multiple tasks and deadlines.

### Educational Background:

- A **Bachelor's degree** in Human Resources, Business Administration, or related field is preferred.
  - HR certification (e.g., **PHR, SHRM** or equivalent) would be a plus.
-

## Personal Attributes:

- **Proactive:** You take the initiative and are always looking for ways to improve processes and find top talent.
  - **Detail-Oriented:** You ensure no detail is overlooked in recruitment, documentation, or administration.
  - **Multitasker:** Able to handle a variety of responsibilities in a fast-paced, dynamic environment.
  - **Team Player:** Comfortable working cross-functionally with sales and HR teams to meet hiring objectives.
  - **Adaptable:** You thrive in a startup environment where priorities shift rapidly, and creativity is key.
- 

## Why Join Us?

- **Impact:** Play a crucial role in shaping the future of our sales teams and driving the growth of the company.
  - **Learning & Growth:** Learn from experienced professionals in both **real estate** and **tech**, gaining exposure to an innovative industry.
  - **Innovative Environment:** Work in a collaborative, fast-paced startup where new ideas are encouraged.
  - **Competitive Compensation:** We offer a competitive salary and performance-based incentives.
  - **Team Culture:** Join a vibrant, diverse team that values creativity, collaboration, and transparency.
-