

POSITION: Executive - Recruitment /Talent Acquisition

NO. OF POSTIONS: 1

LOCATION: Kurla, Mumbai

ROLES AND RESPONSIBILITIES:

- Coordinate with hiring managers to identify staffing needs
- Source potential leads using multiple channels like job portals, internal database, social media etc.
- Plan interview and selection procedures, including screening calls, assessments and in-person interviews
- Assess candidate information, including resumes and contact details, using our Applicant Tracking System in terms of experience, knowledge, skills and competencies
- Review/update job descriptions and interview questions that reflect each position's requirements
- Organize and attend job fairs, recruitment events and networking in the industry
- Forecast quarterly and annual hiring needs by department
- Scheduling, coordination and ownership of end to end recruitment cycle
- Negotiating salaries and other terms of employment and gain commitment from candidates for current and future job requirements
- Foster long-term relationships with past applicants and potential candidates
- Timely communication with the candidates and keeping them posted with updates on their candidature
- Manage on-boarding processes
- Assist in induction process
- Lead employer branding initiatives

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- MBA/PG in Human Resources Management with 1-3 years' experience in recruitment/talent acquisition
- Excellent MS office skills and organizing skills
- Hands-on experience with full-cycle recruiting using various interview techniques and evaluation methods
- Excellent verbal and written communication skills in English and Hindi
- A keen understanding of the differences between various roles within organizations
- Familiarity with social media, resume databases and professional networks
- Willingness to learn and passion to succeed