

JOB DESCRIPTION
People & Culture (Talent Acquisition) – Senior Executive

Key Requirements:

- Bachelor's degree in Human Resources or a related field
- Proven experience of 2 to 3 years in recruitment or talent acquisition
- Experience with a digital agency is preferred
- Familiarity with various sourcing techniques and recruitment channels
- Excellent communication, negotiation and interpersonal skills
- Ability to assess candidate qualifications and cultural fit
- Proficient in applicant tracking systems and other recruitment tools
- Strong organizational and time management skills

Key Responsibilities:

- Consistently working with internal teams to ensure staffing goals are achieved on time.
- Manage end to end recruitment for roles across various departments assigned
- Utilize various recruitment channels such as job boards, social media, and professional networks
- Consistently source, evaluate and screen potential candidates from across various platforms and ensure timely closures of applications received
- Ensuring the quality of candidates with regards to technical skills, organizational fit and alignment with the organization's competency needs
- Ensuring an end to end positive candidate experience in the recruitment process.
- Be involved in designing and implementation of effective strategies for candidate experience
- Prompt and error free execution while ensuring TAT
- Engage in smooth Internal and external coordination while ensuring optimum efficiency, with little to no escalation or complaints from Internal stakeholders
- Maintain candidate records in prescribed format along with candidate process update and Hiring Manager's feedback
- Ensuring smooth end to end implementation of Referral programs and Campus hiring
- Build and maintain a candidate pipeline for future hiring needs
- Stay updated with industry trends and best practices in talent acquisition
- Be involved in identifying potential issue points with end to end employee recruitment including, internal evaluation criteria, Feedback TAT, skill expectation, industry compensation ranges, etc and suggest strategies to overcome the same
- Provide guidance and mentorship to Junior recruiters in the teams