

**Job Description:**

|                             |                                  |                      |                    |
|-----------------------------|----------------------------------|----------------------|--------------------|
| <b>Designation:</b>         | Talent Acquisition Specialist-L2 | <b>Department:</b>   | Talent Acquisition |
| <b>Required Experience:</b> | 2 - 4 years                      | <b>Job Location:</b> | Noida              |

**Responsibilities:**

- Coordinate with team leaders to understand client’s hiring needs.
- Publish and manage job ads on careers pages, job boards and social media
- Source and contact passive candidates online (e.g. via LinkedIn)
- Network with candidates offline during job fairs
- Screen resumes and job applications
- Submission of quality resumes against the client requirement
- Reduce time to hire by providing high-quality candidates in a timely manner.
- Time to time update to the client on screened candidates
- Create talent pipelines with high-potential candidates for future job opportunities
- Keep detailed records of past applicants’ information, including resumes, assignments and interview evaluations
- Manage a portfolio of clients and maintain good relationships with them.

**Requirements:**

- Proven work experience as a Technical Recruiter or similar role
- Hands on experience on first hiring stages (job posting, sourcing, screening, interviewing)
- Experience evaluating candidates on various roles and seniority levels with various interview formats, including phone screening calls, in-person interviews and group interviews
- Knowledge of resume databases
- Excellent communication and relationship-building skills
- Solid organizational and time-management abilities
- Self-motivated and work independently without supervision
- Aggressive with strong desire to succeed, goal oriented.
- Education – An Engineering degree will be ideal
- Computer savvy with Microsoft Office applications

**Perks and Benefits:**

- Competitive salary as per market standards
- Lucrative incentives
- Referral bonus
- Annual rewards and recognition program
- Periodic training & development sessions for professional development
- Work life balance (5 working days and flexi working hours)
- Fun Fridays and outdoor trips