

Job Description:

Designation:	Talent Acquisition Specialist-L3	Department:	Talent Acquisition
Required Experience	4 - 6 years	Job Location:	Noida

Responsibilities:

- To manage end to end recruitment life cycle from sourcing till validation i.e. job portals; social networking sites; headhunting & mapping of target companies to understand the available talent pool, referencing, joining of candidates etc.
- Key Account(s) Management
- Responsible for revenue generation and promoting employer brand
- Rapport building with the clients and candidates
- Ensuring independent and team targets are met
- Guiding, mentoring and delegating the tasks to the team members
- Motivating and engaging the team to achieve goals
- Monitor team performance and report on metrics
- Discover training needs and provide coaching
- Listen to team member's feedback and get the issues resolved.
- Maintaining right information flow between the HOD and the team members

Requirements:

- 4+ years of recruitment experience, preferably from software product companies
- Proven work experience as a supervisor or team leader
- Proven track record working on multiple technologies
- Strong knowledge of market trends and technologies.
- Knowledge of databases and must have strong candidates network
- Strong communication (both verbal and written) and interpersonal skills.
- Exceptional ability to multi-task and handle a high volume of clients
- Proven ability to operate in a fast-paced environment
- You must be a self-starter, proactive and creative.
- Target oriented, time management skills
- Strong PC Skills, especially MS Excel

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