

Job Description:

Designation:	Manager-Talent Acquisition	Department	Talent Acquisition
Required Experience	6 – 10 Years	Job Location:	Noida

Responsibilities:-

- Responsible for managing end to end recruitment i.e. right from sourcing till data validation.
- Develop hiring plans and strategies in alignment with the organisational objectives
- Responsible for generating new leads and acquiring new clients
- Proposal and offer negotiation
- Key Account(s) Management
- Responsible for revenue generation
- Source and find qualified candidates for open positions
- Perform analysis of hiring needs and provide employee hiring forecast
- Plan and execute selection procedure within predefined recruitment process (conduct interviews and screening calls, Technical interviews etc.)
- Find bottlenecks in the recruiting process
- Use different sourcing methods for hard-to-fill roles
- Maintaining right flow of communication and open culture within the team
- Day to day grievance handling of team members
- Guiding, mentoring and delegating the tasks to the team members
- Motivating and engaging the team to achieve goals

Requirements:-

- 6+ Years of proven experience as a Talent Acquisition Manager or similar role
- In-depth knowledge of full recruitment cycle and different sourcing techniques
- Ability to motivate employees & should be a team player
- Strong leadership skills and people management skills
- Pro with market technologies and trends
- Must have excellent written and verbal communication skills
- Knowledge of Office automation tools (MS Office, MS Excel etc.) for proofreading, editing and formatting
- Technical qualification preferred(B.tech/BCA/BSc(IT)/MCA/M.tech)
- Self-confidence and self-starter
- Ability to learn technical information
- Adaptable, enthusiastic and energetic

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