

Company: Success Pact Consulting Private Limited

Job Title: Assistant Manager - Recruitment

Location: Noida, Uttar Pradesh

Experience – 4 to 6 Years

Job Type: Full-time (Work from Office – 5 days in a week)

### Position Summary

The **Assistant Manager - Recruitment** will support the recruitment process from sourcing candidates to data validation, assisting in developing hiring strategies, and managing relationships with key clients. The role requires solid communication skills, leadership potential, and a thorough understanding of the recruitment cycle. This position supports the Manager/Team Head in achieving revenue and client satisfaction goals while ensuring smooth team operations.

### Key Responsibilities

- Manage the recruitment lifecycle, from sourcing candidates to data validation.
- Assist in developing and executing hiring strategies aligned with organizational goals.
- Source and identify qualified candidates for open positions.
- Assist in key account management to maintain strong client relationships.
- Conduct interviews and screenings, coordinating with hiring managers and technical teams.
- Ensure smooth execution of the selection process within the defined recruitment framework.
- Collaborate with the team to address any bottlenecks in the recruitment process.
- Utilize various sourcing methods for challenging or hard-to-fill roles.
- Foster communication within the team and contribute to maintaining a positive work culture.
- Provide support to team members, handling day-to-day grievances.
- Assist in guiding and mentoring junior team members to meet recruitment goals.
- Aid in achieving revenue and business development targets.

### What is Required

- 4-6 years of proven experience in recruitment, preferably in a talent acquisition or similar role.
- Comprehensive understanding of the full recruitment cycle and sourcing techniques.
- Strong interpersonal and team collaboration skills.
- Ability to support and motivate employees to meet performance targets.
- Familiarity with market trends and recruitment technologies.
- Proficiency in MS Office tools (MS Word, Excel) for report generation and documentation.
- Excellent written and verbal communication skills.
- Bachelor's degree preferred, with a focus on HR, IT, or related fields.
- Self-motivated, adaptable, and enthusiastic.