

Company: Success Pact Consulting Private Limited

Job Title: Recruitment Manager

Location: Noida, Uttar Pradesh

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

Position Summary

The “**Recruitment Manager**” will oversee the entire recruitment lifecycle, from sourcing to data validation. The role includes developing hiring strategies, generating leads, managing key accounts, and ensuring revenue generation. This position requires strong leadership, communication skills, and in-depth knowledge of recruitment cycles.

Key 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

What is Required

- 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