

Indian Financial Technology & Allied Services

Job Description

I Role Summary

Title:	Sr Manager/Manager - Recruitment
Business/Function:	Human Resources
Location:	Mumbai
Reports to:	AVP - HR
Summary:	We are seeking a highly skilled and experienced Recruitment Manager to join our organization. As a Recruitment Manager, you will be responsible for overseeing the recruitment process, from sourcing candidates to onboarding. Your primary goal will be to attract, identify and hire top talent that aligns with our company's values and objectives. You will play a critical role in building a talented and diverse workforce that drives organization's success.

II Additional Information

Responsibilities:	<ul style="list-style-type: none">•Responsible for End-to-End recruitment life cycle and processes including sourcing, screening, shortlisting, scheduling interviews, negotiating joining terms, on-boarding, documentation, etc.•Facilitate the selection and decision-making process which may include reference checks and background screenings.•Utilize various sourcing channels - job portal, social media, professional networks, recruitment partners etc.•Strong interviewing and assessment skills, with the ability to evaluate candidates' technical and soft skills effectively.•Design and implement innovative recruitment strategies.•Target-oriented mindset, with a focus on achieving recruitment goals and objectives.•Ensure consistent engagement with candidates and hiring managers.•To conduct periodic recruitment review meeting(s) with the internal and external stakeholders
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III Requirements

Education:	<ul style="list-style-type: none">•Bachelor's degree or equivalent (IT/CS preferred). Master's degree in HR or HR certification will be added advantage.
Experience:	<ul style="list-style-type: none">•Minimum 8 years of experience of recruitment into Technology hiring. Experience in cloud recruitment will be preferred.•Proficient in HR databases, reports, MIS and Applicant Tracking Systems.•Ability to apply advanced strategies to source candidates.•Excellent oral & written communication, analytical and presentation skills.
Knowledge:	<ul style="list-style-type: none">•Good understanding of recruitment life cycle and processes.•In-depth knowledge of current recruitment trends, best practices, and relevant statutory requirements.•Proficient in using MS Office and HRIS software.