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| Role Name | ET Talent Acquisition |
| Reporting to | Team Lead Talent Acquisition |
| Role purpose | Responsible for all the Talent Acquisition activities. |

Responsibilities

Talent Acquisition:

- Handling end-to-end recruitment cycle
- Headhunting, mapping the industry
- Sourcing and screening of candidates
- Coordinating and conducting personal interviews at various levels
- Preparing formal salary offers, salary negotiation
- Ensuring closure of positions till onboarding of the candidate and taking care of joining formalities with respect to TA
- Taking part in campus recruitment as and when required
- Relationship management with mid- senior level management
- Vendor management

REQUIREMENTS

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|------------------|---|--------------------------------------|
| Knowledge | Recruitment, head hunting, mapping | Experience (0 to 1 years) |
| Skills | 1. Good communication & presentation skill, 2. Proficient Excel skills | Qualification All Streams |