



<b>Role Name</b>	<b>ET Talent Acquisition</b>
<b>Reporting to</b>	<b>Team Lead Talent Acquisition</b>
<b>Role purpose</b>	<b>Responsible for all the Talent Acquisition activities.</b>

### 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

<b>Knowledge</b>	<b>Recruitment, head hunting, mapping</b>	<b>Experience (0 to 1 years)</b>
<b>Skills</b>	<b>1. Good communication &amp; presentation skill, 2. Proficient Excel skills</b>	<b>Qualification MBA (Preferably HR)</b>