Position: Manager – Talent Acquisition
Location: Gurgaon
Experience Required: 4-7 years

Responsibility & Accountability (Functions & duties to be performed by this position):
- Meeting recruitment targets for Pan India as per the Business Plan.
- Sourcing profiles through Job portals, Social Networking sites as per the requirement.
- Screen prospective candidates and coordinating with the Line managers in candidate, interviewing & selection process, extending the offer and closing the candidate.
- Salary negotiations with the selected candidates as per the company salary band widths.
- On-boarding new employees in order to become fully integrated.
- Maintenance of the Recruitment MIS for the concerned vertical.
- Strong decision making skills & Stakeholder Management

Required Qualifications:

Education: MBA - HR

Communication Skills: The candidate must have excellent communication skills.