



**Position:** Manager – Human Resource Business Partner

**Experience Required:** 4-7 years

**Qualification:** MBA- HR with excellent communication skills

**Type of Job:** Permanent

**Job Location:** Gurgaon

**Responsibility & Accountability:**

- Execute complete recruitment lifecycle on current positions & key positions pipeline.
- Maintenance of work structure by updating job requirements and descriptions for all positions.
- Responsible for end to end recruitment activities.
- Work on portals and social networking sites to generate source mix.
- Excellent communication and interpersonal skills
- Work on various HR related projects like Industrial mapping, employee engagement, office celebrations, key position pipeline etc.
- Passionate about recruitment and openness to learn about technology trends
- Completes human resource operational requirements by scheduling and assigning employees, following up on work results.

Interested candidates can email their most current profile at [neha.kathait@securitas-india.com](mailto:neha.kathait@securitas-india.com),  
[priiti.sharma@securitas-india.com](mailto:priiti.sharma@securitas-india.com)

We would like to thank all applicants, however only those who qualify for an interview will be contacted.