

Senior Talent Acquisition Specialist

Description

We are among the fastest-growing Enterprise Software Company headquartered in Scottsdale, AZ with Global Development Center in Bangalore, delivering cutting-edge AI solutions to some of the top Educational Institutions and Enterprises in the US. We built outstanding products to simplify site search and enable decision-making through Unified Artificial Intelligence.

We're looking for a dynamic talent acquisition specialist to join our growing team in Bangalore, India. You will bring passion and energy to this challenging and rewarding role where you will be responsible for finding the right talents to the company.

Responsibilities

- Coordinate with hiring managers to identify staffing needs in different areas and departments
- Develop sustainable talent acquisition plans and strategies
- Determine selection criteria for candidates by liaising with managers and other members of staff
- Source applicants through online channels, such as LinkedIn, Naukri and other professional networks
- Create job descriptions and interview questions that reflect the requirements for each position
- Identify and refine down the most suitable talent from available candidates
- Plan interview and selection procedures, including screening calls, assessments, and in-person interviews
- Assess candidates' information, including C.Vs., portfolios and references
- Review employment applications and check the authenticity of the experience
- Organize and attend job fairs and recruitment events to build a strong candidate pipeline
- Design, plan and execute employer branding activities
- Publish the weekly hiring report to the stakeholders
- Lead, oversee and supervise members of the recruiting team

Qualifications

- 3-5 years of experience as a Talent Acquisition Specialist, or similar role

Employment Type

Full-time

Department

Technology

Objective

- Input into overall hiring strategy of the organization to ensure our teams consist of a diverse set of qualified individuals
- Ensure the staffing needs of the company are being met, with a long-term talent strategy in mind
- Devise and implement sourcing strategies to build pipelines of potential applicants, such as employer branding initiatives
- Form close relationships with hiring managers to ensure clear candidate/interviewer expectations.

- Experience in Technical hiring is a must.
- Familiarity with social media, C.V. databases, and professional networks
- Experience with full-cycle recruiting, using various interview techniques, evaluation methods and employer branding techniques
- Knowledge of Applicant Tracking Systems
- A keen understanding of the requirements for each role in the company
- Proficiency in documenting processes and keeping up with industry trends
- Excellent interpersonal and communication skills
- A sense of ownership and pride in your performance and its impact on the company's success
- Critical thinker and problem-solving skills
- Good team player and ability to motivate employees
- Bachelors/ Masters in Human resources or similar relevant field is required

Job Location

221, 5th Cross, Hampinagar,
Vijayanagar, 560040, Bangalore,
KA, India

Date posted

April 15, 2021

Job Benefits

The fun part – Enjoy the benefits of Paytm food wallet, Cult fitness, Uber & Metro commuting benefits, Movie pass, Vacation time off, and much more. Never miss an exciting Hackathon which has been conducted annually for creative minds to showcase their talent and innovate solutions for worldwide problems through technology.