

Job Description:

We are seeking a highly motivated and detail-oriented Talent Acquisition Specialist to join our dynamic team. The

ideal candidate should have a strong understanding of sourcing candidate data, recruitment, head hunting,

methodologies and a proven track record of ensuring the quality and reliability of job search portals.

- Developing policies and strategies for acquiring new talent
- Analysing the company's hiring and talent needs to anticipate hiring
- Using various channels to source candidates, source and review CVs, conduct pre-screening interviews and face to face interviews as required
- Deliver a full range of recruitment services providing a positive and professional experience to both candidates and hiring managers.
- Working with hiring managers to anticipate needs and fill positions
- Managing the screening process, including resume screening and interviewing
- Building relationships with applicants and past employees
- Researching talent acquisition trends to improve the process
- Representing the organization at job fairs and recruiting events

Preferred candidate skills: -

- 3+ years of experience in recruitment (agency or in-house)
- Experience recruiting for IT positions for Fintech industries is preferred
- Fluency in English, Hindi, Kannada is highly preferred
- Strong organizational skills; time management; attention to detail and ability to prioritize and manage competing demands.
- Results orientated – demonstrate initiative, a strong commitment to achieving meaningful results.
- Bachelor's degree (or equivalent) in human resources management or similar field
- Knowledge of applicant tracking systems, different job portals, search engine etc.

Benefits:

- Competitive salary.
- Opportunities for skill development and career growth
- Friendly and collaborative work environment.
- Health and wellness benefits
- Flexible working hours (if applicable)