

Job Description- Talent Acquisition Specialist

Job Role: Talent Acquisition Specialist

Job Title: HR

Experience: Min 5 Years in Recruitment

Age: 28-36

Type of position: Full-Time

Education Requirement

- **Graduation:** Any Graduate
- **Post-Graduation:** Human resources or similar relevant field

Location: Jaipur

Experience Required:

- **Must Have**
 - 5 years of working experience in Recruitment.
 - Experience of Technical and Non- Technical Hiring

Specific skills:

- **Must Have**
 - Excellent interpersonal and communication skills
 - In-depth knowledge of candidates selection methods
 - Must know the Recruitment cycle
 - Ability to identify right fitment.
 - Experience of handling multiple and bulk hiring.
- **Desired to have**
 - Excellent organizational and time management skills
 - Creative thinker and proactive problem solver
 - Experience of Headhunting
 - A positive, "can do" attitude

Job Summary:

Talent Acquisition Specialist is a human resources professional responsible for sourcing, attracting, selecting and hiring top talent in the market. To do this, a talent acquisition specialist will meet with members of management and identify job openings. From there, they seek out qualified applicants and encourage them to apply for available positions. A talent

acquisition specialist will also participate in the interview process and assist new hires with completing paperwork and required documentation.

Job Description:

- Sourcing potential candidates through online portals, recruitment sites, job boards, social platforms.
- Evaluating applications and screening candidates via calls or emails, as well as facilitating pre-interview assessments.
- Conduct preliminary interviews with recruits to gauge interest, personality and salary requirements
- Ensure proper onboarding for new hires and the Documentation is completed promptly and accurately.
- Calling on application received on job opening
- Preparing hiring forecasts as part of the company's strategic planning.
- Compiling interview questions and conducting in-person or video call interviews with shortlisted candidates.