

Job Description

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| **Position Title: Field Recruiter**  **Reports To: WPD Lead**  **Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Role Description:**  The Field Recruiter plays a key role in finding, screening, selecting high-quality and onboarding candidates to work for the assigned site locations for client service and delivery. In some cases the Regional Recruiting Teams will support the Field Recruiting in addition to building networks to attract candidates and build strong on the ground community presence.  **Key Responsibilities**  Maintaining relationships with both internal and external parties to ensure staffing goals are achieved.  Serving as a liaison with multiple area employment agencies, campuses, and industry associations.  Working closely with network on Train and Hire partners  Promoting Employee Referral Scheme as one of the channel of hiring  Build network around Migrant Ghetto (a part of a city, major transport hug like train, Bus stations, especially a slum area, occupied by a minority group or groups) to attract migrant talent  Build an ecosystem of constant pool of talent (already screened bench) to ensure smooth operations and filling up of positions withing TAT  Maintain and Adhere to the recruitment TAT  Strong sourcing skills with a track record of implementing innovative and effective strategies for sourcing passive candidates.  Desire to work in a dynamic, aggressively growing environment.  Diplomatic and a proven ability in building up effective relationships.  Strong communication and influencing skills.  Ability to liaise with senior management both within the business and HR groups.  Knowledge of other fields of HR or business is a plus.  Conducts Camps, Campus Placements etc. with institutions and government bodies.  Map competition candidates by visiting hotels, hubs of labour markets etc. to map candidates  Provide Daily RAG Reports and Recruitment analysis to the Site HR and Operations Teams  Organize High Volume Open Houses, Job Fairs, and Social Events.  Assist with full-cycle recruiting, including but not limited to screens, interviews, background checks, document verification, and on-boardings (including documentation, file management, offer to induction completion)  Assist with Induction training sessions.  Measure success of initiatives; complete timely community outreach reports.  Understanding the Client Requirements  Sourcing Candidates from Portals, Internal Database, Linked-in, and other Source  Screening Candidates  Shortlisting Candidates  Scheduling for Client Interview.  Follow-up for Joining until BVG completion, induction and personal file management as per client requirement  **Qualifications:**  Bachelor’s Degree in a related field AND at least 1 year of field recruitment experience.  Ability to work independently and take initiative.  Valid Driver’s License and access to a vehicle.  Strong verbal and written communication skills.  Highly proficient with technology (web and mobile applications).  Excellent time management and multitasking skills. |