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| **JOB DESCRIPTION** |
| **I. JOB DETAILS** |
| **Job Title** | **Assistant Manager – Talent Acquisition** |
| **Function** | Human Resources | **Location** | Noida |
| **Direct Reporting to:** | Talent Acquisition Head | **Matrix Reporting to:** |  |
| **Staff Supervised** | **Direct Reports:** NA | **Matrix Reports:** |  |
| **Job Titles of Direct Reports** | Recruiters & Business HR |
| Brief Introduction: Vision India is a Business Conglomerate having three business verticals - Staffing, Skilling & Advisory Services. With 32000 Associate base and 105 Indian, MNC and Government of India/ State(s) entities proudly listed in our clientele, we offer an assurance of proven credentials in the Staffing domain with a range of Organizations in India, South East Asia and Middle East. We wear ISO 9001, ISO 21001:2018, ISO 10002, ISO 14001, ISO/ IEC 20000, ISO 27001, ISO 26000 and OHSAS 18001Certifications and sustain unwavering focus on delivering quality services to our Clients enabling them to achieve Business Goals with cost efficacy.It has been growing top line consistently over the last many years. It stands proudly at Rs. 170 Crore of Revenue for the year 2020-21. Recording growths close to 50% YoY over the last couple of years. Its poised for much sharper top line growth in the ensuing years on the back of huge projects commissioned in 2021-22 as well as strong fundamentals on staffing & Skilling side. |
| **II. JOB PURPOSE** |
| The role holder will be responsible for identifying, selecting, Mapping and retaining talent in the organization through conducting campus drives and follow an efficient and effective Talent acquisition strategy & systems, in alignment with the business strategy, functional demands and the organization’s overall HR Philosophy.The role incumbent would be deft in a start-up like environment and brings to fore, a strong challenger mind-set with proven abilities to influence peers across the eco-system and deliver a higher quality quantity mix for talent acquisition. |
| **III. KEY RESPONSIBILITIES** |
| Strategic* Responsible for End to End Talent Acquisition & Project management.
* Ensuring Project Deliverables
* Ensuring Talent pipeline
* Responsible for conducting campus placements and recruitment drives.
* Visiting Institutes, Employment Exchange Office, Block Development Officers, Skill Centres and create awareness among officials of the Job opportunities with VIS & JJ.
* Orientation Session among Candidates, Ensuring Job Specification Registration
* Successful Recruitment Drive Execution and ensuring Targets

Operational* Preparation of Job Description & hiring the best FIT
* Arranging jobs into job families and mapping with skills
* Track job applicants and analyze data for reporting
* Initiative to attract talent for skill development for job available with the organization
* Support development of competency profiles (technical and behavioral) for roles in Strides to ensure mapping of candidate profiles to the role and minimize cases of over / under-qualified incumbents
* Drive automation of manual recruitment processes to improve efficiency of operations
* Develop a buffer candidate pool for immediate filling of vacancies of critical positions in coordination with Skill / training Eco system by liaising with external specialists
* Continuously reduce cycle time of recruitment i.e. request for filling the vacancy to final induction of candidate
* Continuously identify potential sources and methods of sourcing
* Drive employee referral and internal job posting processes in line with manpower budgets
* Guide and coordinate with Regional BHR & Trainers across business operations for development and conduct of screening tests for candidates post short listing of candidates
* Ensure the quality of candidates recruited according to the job descriptions i.e. fit to the skill,

knowledge and attitude required to perform on the job |

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| * Create, Review & own the MIS on all recruitment parameters and report to the stakeholders on a weekly, monthly basis
* Develop framework to report recruitment data around sourcing efficiency of various channels and causes for offer rejection, at all stages of the recruitment lifecycle

Financial* Ensure adherence to TA budgets
* Ensure adherence to stated salary levels, lateral hires People
* Take an active role in recruitment across Strides operating locations
* Ensure timely goal setting, monitoring, review of performance parameters and feedback to the team members
* Oversee capability building for the team and mentor and groom high-potential subordinates
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| **IV. KEY PERFORMANCE INDICATORS** |
| **Measurable Deliverables** | * % reduction in average time required to fill vacancies
* % adherence to recruitment budgets for all positions
* Amount of savings (Cost Reduction) in Recruitment costs
* Attrition - % of employees leaving the organization in less than 1 year (regretted turnover)
* Number of best practices institutionalized.
* Mapping Jobs with Skills & likewise
* Automation Projects
* % increase in number of applications received per level
* Number of hits on career website www.justjob.co.in as well as on skill site [www.liveskills.in](http://www.liveskills.in/)
* % of job offers rejected by candidates
* No. of closure of candidates from internal talent pool including skilled talent pool form Skill development initiative
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| **V. QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE** |
| **Minimum Qualifications** | Any Graduate / Post Graduate / MBA in Human Resources is preffered |
| **Specific experience** | 4-6 years of experience in fast-paced company handling bulk talentAcquisition and Skill Mapping across the organization. Job branding to attract talent is a must. |
| **Overall experience** | 4 to 6 years, primarily in Skill Development – Placement Vertical/ BFSI / BPO / Retail / FMCG / Staffing companies. |
| **Target Companies** |  |
| **VI. KEY INTERACTIONS** |
| **Key Internal Contacts** | **Nature or purpose of interaction** |
| * Business / Function Heads
 | Understand TA requirements & calibrate in the dynamic Skill eco system. |
| * Corporate IT Software Team
 | Automation / Digital initiatives |
| * Marketing
 | Employer Branding |
| * Accounts
 | Costs & MIS |
| * **Key External Contacts**
 | **Nature or purpose of interaction** |
| * Clients
 | Connect & engage for calibration of the requirements |





To know more about **Vision India,** visit us at [www.vispl.co.in](http://www.vispl.co.in/); [www.visionjons.in](http://www.visionjons.in/) [www.likeskills.in](http://www.likeskills.in/)