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| **JOB DESCRIPTION** |
| **I. JOB DETAILS** |
| **Job Title** | **Sr. Manager – Talent Acquisition** |
| **Function** | Human Resources | **Location** | Noida |
| **Direct Reporting to:** | Director  | **Matrix Reporting to:** |  |
| **Staff Supervised** | **Direct Reports:** 12 | **Matrix Reports:** | **3** |
| **Job Titles of Direct Reports** | Recruiters & Job Executives |
| Brief Introduction: Vision India is a Business Conglomerate with three main business verticals - Staffing, Rural BPO, and Advisory Services. With a base of 32,000 associates and a client list proudly featuring 150 Indian, MNC, and Government of India/State(s) entities, we offer a solid track record in the Staffing domain, serving a variety of organizations in India, South East Asia, and the Middle East. We hold ISO 9001, ISO 21001:2018, ISO 10002, ISO 14001, ISO/IEC 20000, ISO 27001, and OHSAS 18001 Certifications, and maintain an unwavering focus on delivering quality services to our clients, enabling them to achieve their business goals with cost efficacy.We have consistently grown our top line over the past several years, reaching a revenue of INR 200 Crore for the fiscal year 2022-23, with year-on-year growth of nearly 50% over the last couple of years. We are positioned for even stronger top line growth in the coming years, driven by significant projects commissioned in 2023-24, as well as our strong fundamentals in the staffing sector.Our captive job portal, JustJob, boasts a database of over 3 million candidates and features 10,000 active jobs. It is trusted by more than 100 corporate entities and government organizations. |
| **II. JOB PURPOSE** |
| The role holder will be responsible for identifying, selecting, and retaining talent in the organization for its clients through an efficient and effective talent acquisition strategy and systems. This should be done in alignment with the business strategy, functional demands, and the organization’s overall HR philosophy, both in executive search and mass hiring.The incumbent in this role should be adept in a scale-up-like environment, and should exhibit a strong challenger mindset with proven abilities to influence peers across the ecosystem. This will result in delivering a higher quality and quantity mix for talent acquisition. |
| **III. KEY RESPONSIBILITIES** |
| Strategic* Assist the Director CEO in development and review of talent acquisition strategy by working with other function heads & stake holders.

Operational* Drive automation of manual recruitment processes to improve efficiency of operations
* Develop a buffer candidate pool for immediate filling of vacancies of critical positions by liaising with external specialists
* Continuously reduce cycle time of recruitment i.e. request for filling the vacancy to final induction of candidate
* Recommend changes to recruitment policies based on process experience and environmental stimulus.
* Continuously identify potential sources and methods of sourcing
* Drive employee referral and internal job posting processes in line with manpower budgets
* Undertake benchmarking exercises to align recruitment practices with the best practices in the industry
* Guide and coordinate with Regional BHR / Job Executives across business operations for development and conduct of screening tests for candidates post short listing of candidates
* Lead negotiations and process contracts with placement agencies, portals, external consultants etc on costs for sourcing and recruitment. Sourcing Mix - sourcing of the right candidates through websites, portal memberships, employee referrals etc
* Promoting captive Job portal JustJob by getting more Jobs & Job seekers
* 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
* Create, Review & own the MIS on all recruitment parameters and report to the CEO on a weekly, monthly basis
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| Financial* Ensure adherence to recruitment budgets
* Ensure adherence to stated salary levels, lateral hires People
* Take an active role in recruitment of key positions 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.
* Employee Satisfaction – E-Sat score
* Automation Projects
* Talent Partner Pipeline
* % increase in number of applications received per level
* Number of hits on career website
* % of job offers rejected by candidates
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| **V. QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE** |
| **Minimum Qualifications** | Any Graduate with 10 to 12 years, primarily in BPO / FMCG / Staffing companies |
| **Specific experience** | Leadership role years in a fast-paced company for about 3 years handling bulk talent acquisition across the organization. Leadership Hiring & Employer branding is a must. |
| **VI. KEY INTERACTIONS** |
| **Key Internal Contacts** | **Nature or purpose of interaction** |
| * Business / Function Heads
 | Understand TA requirements & calibrate in the dynamic 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 |
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To know more about **Vision India Services,** visit us at [www.vispl.co.in](http://www.vispl.co.in/)

[www.justjob.co.in](http://www.justjob.co.in)