

<b>Position Title</b>	<b>Senior Executive / Associate Manager – Talent Acquisition</b>
<b>Department</b>	<b>Talent Acquisition</b>
<b>Schedule</b>	<b>Full-Time</b>
<b>Location</b>	<b>Bangalore</b>

## OVERVIEW

### Course5 Intelligence

We enable organizations to make the most effective strategic and tactical moves relating to their customers, markets, and competition at the rapid pace that the digital business world demands. Founded in 2000, our business areas include Market Intelligence, Big Data Analytics, Digital Transformation, Artificial Intelligence, and Analytics. Rapid advances in Artificial Intelligence and Machine Learning technology have enabled us to create disruptive technologies and accelerators under our Course5 Intelligence suites that combine analytics, digital, and research solutions to provide significant and long-term value to our clients.

More information can be found at [www.course5i.com](http://www.course5i.com)

### Global Offices

United States | India | United Kingdom | Singapore | United Arab of Emirates

## POSITION SUMMARY

**We are looking for a Corporate Recruiter to be responsible for the full spectrum of the hiring from identifying needs and shortlisting candidates to closing successful hires.**

**Corporate Recruiter responsibilities includes creating and publishing job ads, interviewing candidates and seeking out new candidate sources. To be successful in this role, you should have experience with full-cycle recruitment and great communication skills.**

## SPECIFIC RESPONSIBILITIES

- Demonstrate understanding of talent needs of hiring managers and job requirements to assess candidate quality, skills and fit to identify the best candidate for a position.
- Manage the full life-cycle recruitment process for Junior/ Mid /Senior level band positions, gaining a thorough understanding of each local market and advising hiring managers and business leaders on strategy and process for each location and position.
- Expertly use and demonstrate best practice of a variety to tools and resources to effectively source and evaluate talent support.
- Creating strong professional networks, developing relationships with external agencies, and partnering with local educational systems.
- Source, screen, and recommend candidates to hiring managers using behavioural-based interviewing methodologies.
- Ability to manage, guide and mentor team members.
- Work closely with hiring managers in various departments to define recruitment needs and plan the hiring process.
- Set hiring goals.
- Generating offer letters.
- Track recruitment KPIs, like time to hire, source of hire and time to fill.
- Manage all communication with candidates from the moment they apply until they get onboard.

- Source candidates on job boards, resume databases, professional networks and through referrals.
- Interview candidates at various stages of the hiring process (phone screening calls, video interviews and in-person meetings)
- Use skill assessment tools and tests to screen candidates.
- Source candidates online and offline.
- Ensure communication with candidates is prompt and professional at all stages (from the moment they apply until they are on board or turned down)
- Review HR practices and make sure they are applied through the entire recruiting process.
- Form strong relationships with past applicants and passive candidates for future opportunities.
- Conducting interviews and filtering candidates for open positions.
- Manage the offer negotiation process resulting in accepted offers with mutually beneficial terms, as well as the administrative components involved in offer facilitation.
- Expertly and accurately explain rewards, benefits and recruitment related policies and programs to candidates.
- Stakeholder Management.
- Build and maintain effective relationships and timely communication with internal and external candidates throughout the recruiting process.
- Maintain and Update recruitment data at regular intervals.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Work experience as an In-house Recruiter.
- Effective negotiation, influent communication skills.
- Familiarity with full cycle recruitment.
- Experience in Handling multiple positions and TA projects.
- Good Communication and Negotiation skills.
- At least 3-6 years' experience in Pharma/Life science hiring.
- Competent in Stakeholder management.
- Strong interviewing skills and familiarity with various interview techniques (like video or panel interviews)
- Experience with social media recruiting.
- Any Graduate / Postgraduate / MBA in HR.

#### **TECHNICAL KNOWLEDGE:**

- Microsoft Office, including intermediate Excel.