

| JOB DESCRIPTION | | | |
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| I. JOB DETAILS | | | |
| Job Title | Assistant Manager – Talent Acquisition | | |
| Function | Human Resources | Location | Noida / Bangalore/ Hyderabad |
| Direct Reporting to: | Talent Acquisition Head | Matrix Reporting to: | |
| Staff Supervised | Direct Reports: NA | Matrix Reports: | 6 |
| Job Titles of Direct Reports | Recruiters & Business HR | | |
| <p>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 18001 Certifications and sustain unwavering focus on delivering quality services to our Clients enabling them to achieve Business Goals with cost efficacy.</p> <p>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.</p> | | | |
| II. JOB PURPOSE | | | |
| <p>The role holder will be responsible to identify, select, Map and retain talent in the organization through an efficient and effective Talent acquisition strategy & systems, in alignment with the business strategy, functional demands and the organization’s overall HR Philosophy.</p> <p>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.</p> | | | |
| III. KEY RESPONSIBILITIES | | | |
| <p>Strategic</p> <ul style="list-style-type: none"> ✓ Assist the TA Head in development and review of talent readiness & acquisition by working with other stake holders. <p>Operational</p> <ul style="list-style-type: none"> ✓ Preparation of Job Description & hiring the best FIT ✓ Arranging jobs into job families and mapping with skills ✓ Track job applicants and analyse 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 | | | |

- ✓ 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

IV. KEY PERFORMANCE INDICATORS

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| Measurable Deliverables | <ul style="list-style-type: none"> ✓ % 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.visionjobs.in as well as on skill site 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

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| Minimum Qualifications | MBA in Human Resources. |
| Specific experience | 4-6 years of experience in fast-paced company handling bulk talent acquisition and Skill Mapping across the organization. Job branding to attract talent is a must. |
| Overall experience | 4 to 6 years, primarily in 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; www.visionjons.in www.likeskills.in