

## Job Description

<b>Job Purpose</b>	Talent Acquisition (HR)
<b>Department</b>	Human Resources (G&A)
<b>Location</b>	Delhi (Okhla Phase III)
<b>Experience Required</b>	2-3 years
<b>Tags#</b>	#IT recruitments #sourcing #attracting #HRIS
<b>Job Responsibilities</b>	<ul style="list-style-type: none"> <li>● Identify the Competencies required</li> <li>● Identify the source for hiring</li> <li>● Basic Interview of the candidate</li> <li>● Coordinate the interview with the respective department</li> <li>● If selected, complete the documentation</li> <li>● Joining formalities and Induction</li> <li>● Assist the HR Manager in various HR Processes</li> </ul>
<b>Skills Required</b>	<p>Soft Skill:</p> <ul style="list-style-type: none"> <li>● Professionalism</li> <li>● High on energy Level</li> <li>● Punctuality</li> <li>● Good communication Skills</li> <li>● Team Player</li> <li>● Good sources</li> <li>● Multi tasking</li> </ul>
<b>Education Qualification</b>	Graduate (BTech/BSc preferred) & MBA (HR) preferred
<b>Age bracket</b>	Less than 27 years
<b>Working Conditions</b>	Monday to Saturday
<b>Other / Special Requirements</b>	Well versed with Social media (as a user), should possess ability to articulate, persuade and present, must possess an analytical outlook with good written and verbal communication skills.