

## Talent Acquisition Specialist

**Location:** Mumbai

**Experience:** 5+ years

**Industry:** System Integration / IT Hardware / AV / Networking / IT Solutions

**Employment Type:** Full-time

### Job Summary:

We are seeking a proactive and result-oriented Talent Acquisition Specialist to join our HR team. The ideal candidate will be responsible for driving the end-to-end recruitment process, from sourcing and attracting top talent to onboarding, ensuring the company's workforce aligns with organizational goals.

### Key Responsibilities:

- Develop and implement effective recruitment strategies to attract high-quality candidates for technical, engineering, sales, and administrative roles.
- Source candidates through multiple channels including job portals, social media, networking, employee referrals, and industry events.
- Screen resumes, conduct initial interviews, and shortlist candidates for hiring managers.
- Coordinate interviews with relevant stakeholders and provide feedback to candidates.
- Manage the end-to-end onboarding process for new hires, ensuring a smooth integration into the company.
- Build and maintain strong relationships with hiring managers to understand their staffing needs and talent requirements.
- Maintain accurate recruitment metrics, track hiring KPIs, and provide regular reports to management.
- Enhance the company's employer brand through social media, career fairs, and other platforms.
- Stay updated on industry trends and best practices in talent acquisition to ensure a competitive recruitment process.

### Key Skills & Competencies:

- Strong understanding of technical and system integration roles.
- Excellent communication and interpersonal skills.
- Ability to multitask and manage multiple hiring projects simultaneously.
- Strong negotiation and relationship-building abilities.
- High level of confidentiality and professionalism.

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#### Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or related field.
- 5+ years of experience in talent acquisition or recruitment, preferably in IT, system integration, or technology services.
- Familiarity with full-cycle recruitment, onboarding processes, and employer branding.

#### Why Join Us:

- Opportunity to work in a dynamic and technology-driven environment.
- Career growth and learning opportunities.
- Collaborative culture with a focus on innovation and excellence.