

## **Talent Acquisition AM/DM– Job Description**

### **Job Responsibilities:**

1. Create and build the talent acquisition strategy for the entire company; multi-level hiring and people management
2. Innovate on hiring practices by using new methods or channels. Keep a lookout for talent available in the market and plan accordingly
3. Motivate and energize your team to always be candidate-friendly
4. Monitor market trends in hiring practices and ensure our strategy is in line with the market.
5. Attend events and represent the company at HR-related events. Networking is a key skill for this role.
6. Manage all job descriptions out in the market, ensuring they are high quality and accurate.
7. Keep track of metrics on a weekly/monthly basis for reporting managers and management
8. Ability to organize and run hiring drives at college campuses/corporate
9. Develop relationships with third-party recruitment agencies and staffing firms and manage the procurement and measurement process.
10. Ability to manage multiple and overlapping processes and projects to completion, prioritize effectively and meet deadlines

### **Required skills**

Must have fluency in English (written and verbal), Hindi (Verbal), Telugu (Verbal)

Proven experience of 6+ years minimum in recruitment function

Excellent presentation, analytical, problem solving, and organizational skills

MBA is a must-have for this role.

Fluent in the use of Microsoft Office applications including, but not limited to, Word, Excel, and PowerPoint.

Location: Hyderabad, KPHB

Designation: Asst manager/Deputy manager

Experience: 5 to 8 years with 2 to 3 years of experience in Pharma; Experience in formulation injectable/osd will be added advantage