

## **Job description - Talent Acquisition Executive**

### **Responsibilities**

- Maintains relationships with HR managers within a business; develops relationships with key decision-makers.
- Drives and supervises the achievement of the hiring targets for Head office and plant, including time to fill, cost per hire, graduate, diversity and hiring manager and candidate satisfaction.
- Manages the beginning to end staffing process within head office and plant; implements sourcing strategies, screens candidates, provides a short list of candidates, coordinates interviews, creates offer letters and engages offered candidate till they join.
- Establishes relationships with vendors to meet the needs of the staffing plan.
- Provides support on hiring initiatives where there is staffing impact.
- Uses significant Pharma knowledge and subject matter expertise to contribute to the execution of the staffing strategy, including talent attraction, hiring, relocation, and the contingent workforce.

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### **Education And Experience Required**

- MBA.
- Typically 3-6 years of **pharma experience**.

### **Knowledge And Skills**

- Strong communication skills (Good spoken and written English; Good spoken Hindi and telugu)
- Subject matter expertise pharma recruitment
- Experience in managing relationships.
- Experience in process improvement.
- Flexible in commuting to head office or plant (office bus for plant is provided to all employees)

Reporting to: Manger TA.