



# Executive Recruitment

## Role and the Person

### Function (Dept/GM) Purpose:

To enable people to actualise potential

### Role Purpose:

To identify, select, hire and onboard the right candidates for roles across the organisation at the right time

### The Key Expectations of the Role:

- Execute recruitment of candidates as per recruitment plan
- Execute pre-interview selection stages
- Monitor progress of interview stages through follow up
- Execute onboarding (pre-joining and post-joining) formalities for new employees
- Execute employee engagement practices
- Other duties as assigned

### The Competencies required to effectively take on this role:

- Knowledge of talent acquisition concepts and practices
- Working knowledge of IT based HRMS applications
- Working knowledge and skills of Finance (including personal finance)
- Understanding of sourcing channels
- Communication and documentation skills- oral and written
- Analytical skills
- Process orientation
- Empathetic Orientation

### The Person

- Master's/Bachelor's degree in HR/Personnel Management
- Work-experience of at least 2 years in the area of recruitment and onboarding









