

JOB DESCRIPTION

I. JOB DETAILS

Job Title	Corporate Head – Talent Acquisition		
Function	Human Resources	Location	Noida
Direct Reporting to:	CEO	Matrix Reporting to:	
Staff Supervised	Direct Reports: 3	Matrix Reports:	3
Job Titles of Direct Reports	Recruiters & Business HR		

Brief Introduction: Vision India is a Business Conglomerate having three business verticals - Staffing, Rural BPO & Advisory Services. With 32000 Associate base and 150 Indian, MNC and Government of India/ State(s) entities proudly listed in our clientele, we offer an assurance of proven credentials in the Staffing domain with a range of Organizations in India, South East Asia and Middle East. We wear ISO 9001, ISO 21001:2018, ISO 10002, ISO 14001, ISO/ IEC 20000, ISO 27001 and OHSAS 18001 Certifications and sustain unwavering focus on delivering quality services to our Clients enabling them to achieve Business Goals with cost efficacy.

It has been growing top line consistently over the last many years. It stands proudly at Rs. 170 Crore of Revenue for the year 2019-20. Recording growths close to 50% YoY over the last couple of years. Its poised for much sharper top line growth in the ensuing years on the back of huge projects commissioned in 2020-21 as well as strong fundamentals on staffing side.

II. JOB PURPOSE

The role holder will be responsible to identify, select and retain talent in the organization through an efficient and effective Talent acquisition strategy & systems, in alignment with the business strategy, functional demands and the organization's overall HR Philosophy.

The role incumbent would be deft in a start-up like environment and brings to fore, a strong challenger mind-set with proven abilities to influence peers across the eco-system and deliver a higher quality quantity mix for talent acquisition.

III. KEY RESPONSIBILITIES

Strategic

- ✓ Assist the CEO in development and review of talent acquisition strategy by working with other function heads & stake holders.

Operational

- ✓ Ensure structured process for manpower planning across all functions, in line with approved manpower budgets, evaluate optimization of manpower costs rightsizing, reskilling and redeployment
- ✓ Support development of competency profiles (technical and behavioural) for roles in Strides to ensure mapping of candidate profiles to the role and minimize cases of over / under-qualified incumbents
- ✓ Drive automation of manual recruitment processes to improve efficiency of operations
- ✓ Develop a buffer candidate pool for immediate filling of vacancies of critical positions by liaising with external specialists
- ✓ Continuously reduce cycle time of recruitment i.e. request for filling the vacancy to final induction of candidate
- ✓ Recommend changes to recruitment policies based on process experience and environmental stimulus.
- ✓ Continuously identify potential sources and methods of sourcing
- ✓ Drive employee referral and internal job posting processes in line with manpower budgets
- ✓ Undertake benchmarking exercises to align recruitment practices with the best practices in the industry
- ✓ Guide and coordinate with Regional BHR across business operations for development and conduct of screening tests for candidates post short listing of candidates
- ✓ Establish proper justification is sought from the department seeking new candidates for operations of the department
- ✓ Lead negotiations and process contracts with placement agencies, portals, external consultants etc on costs for sourcing and recruitment. Sourcing Mix - sourcing of the right candidates through websites, portal memberships, employee referrals etc
- ✓ Ensure the quality of candidates recruited according to the job descriptions i.e. fit to the skill, knowledge and attitude required to perform on the job
- ✓ Create, Review & own the MIS on all recruitment parameters and report to the CEO on a weekly, monthly basis

<ul style="list-style-type: none"> ✓ Develop framework to report recruitment data around sourcing efficiency of various channels and causes for offer rejection, at all stages of the recruitment lifecycle 	
Financial	
<ul style="list-style-type: none"> ✓ Ensure adherence to recruitment budgets ✓ Ensure adherence to stated salary levels, lateral hires 	
People	
<ul style="list-style-type: none"> ✓ Take an active role in recruitment of key positions across Strides operating locations ✓ Ensure timely goal setting, monitoring, review of performance parameters and feedback to the team members ✓ Oversee capability building for the team and mentor and groom high-potential subordinates 	
IV. KEY PERFORMANCE INDICATORS	
Measurable Deliverables	<ul style="list-style-type: none"> ✓ % reduction in average time required to fill vacancies ✓ % adherence to recruitment budgets for all positions ✓ Amount of savings (Cost Reduction) in Recruitment costs ✓ Attrition - % of employees leaving the organization in less than 1 year (regretted turnover) ✓ Number of best practices institutionalized. ✓ Employee Satisfaction – E-Sat score ✓ Automation Projects ✓ Talent Partner Pipeline ✓ % increase in number of applications received per level ✓ Number of hits on career website ✓ % of job offers rejected by candidates
V. QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE	
Minimum Qualifications	MBA from a Tier 2 Institute.
Specific experience	Leadership role years in a fast-paced company for about 3 years handling bulk talent acquisition across the organization. Leadership Hiring & Employer branding is a must.
Overall experience	8 to 10 years, primarily in BPO / FMCG / Staffing companies.
Target Companies	EXL Services, Genpact, WNS global, HCL, HGS, Concentrix, 3i infotech, Wipro bpo
VI. KEY INTERACTIONS	
Key Internal Contacts	Nature or purpose of interaction
• Business / Function Heads	Understand TA requirements & calibrate in the dynamic eco system.
• Corporate IT Software Team	Automation / Digital initiatives
• Marketing	Employer Branding
• Accounts	Costs & MIS
• Key External Contacts	Nature or purpose of interaction
• Clients	Connect & engage for calibration of the requirements

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