

Job Description: Talent Acquisition Specialist

Job Summary

We are seeking a highly motivated and detail-oriented Talent Acquisition Specialist to join our HR team. The ideal candidate will be responsible for managing the full-cycle recruitment process, ensuring the attraction, selection, and retention of top talent to meet the organization's hiring needs.

Key Responsibilities

- Develop and execute recruitment strategies to attract qualified candidates.
- Source candidates through various channels such as job boards, social media, professional networks, and employee referrals.
- Screen resumes and applications to identify suitable candidates.
- Conduct initial interviews and coordinate further interviews with hiring teams.
- Manage the offer process, including salary negotiations and closing candidates.
- Maintain and update applicant tracking systems and recruitment databases.
- Build a strong talent pipeline for current and future hiring needs.
- Represent the company at career fairs, campus drives, and networking events.
- Ensure a positive candidate experience throughout the hiring process.
- Monitor and report recruitment metrics (e.g., time-to-fill, source of hire).

Qualifications

- Bachelor's degree in Human Resources, Business Administration, or related field.
- Proven experience (2+ years) in talent acquisition or recruitment.
- Familiarity with Applicant Tracking Systems (ATS) and HR databases.
- Solid understanding of employment laws and hiring best practices.
- Excellent communication and interpersonal skills.
- Ability to manage multiple open positions and meet deadlines.
- Strong organizational and decision-making skills.

Why Join Us

- Opportunity to work in a dynamic and collaborative environment.
- Growth and development opportunities.