

JD for Talent Acquisition Specialist

Introduction:

NBITS (N Benchmark IT Solutions) is an IT Company which has key services into **Consulting, Development and Outsourcing** across wide variety of tools & technologies (primarily **Microsoft, Oracle, SAP, AI, Bigdata, Integration, App Building, Cloud & Analytics**). Looking for Enthusiastic professionals who can sync with Organization Vision and can be part of the Company's exponential growth. We are looking for **Young & Dynamic** who can meet below criteria.

Key Information:

Experience : 4 to 8 Years

Position : Talent Acquisition Specialist

Job Type : Full Time

Location : Hyderabad(Currently WFH)

Start Date : ASAP Immediate Joiners are preferable)

Primary Skills (Mandatory) : Well versed with Full Cycle of Recruitment/Staffing

Secondary Skills (Optional) : HR /Digital Marketing/ Content Creation

Key Expectations:

- Excellent communicator, Well-organized and a strategic thinker.
- Well versed with Customer, Vendor & Resource Management.
- Develop a sustainable talent acquisition and hiring plans and strategies.
- Very strong at Negotiations & Employee retention skills.
- Well versed with full-cycle recruiting, sourcing and deployment.
- Good at preparing the promotional content (Images/Videos/Blogs/Articles..etc) and do the posting across the Job Portals (Naukri, Monster, Dice, Career Builder, Flexjob, Snagajob,..etc) and social media (Linkedin, Facebook, Twitter, Pinterest, Youtube..etc).
- Understanding of all selection methods and techniques.
- Design, plan and execute employer branding activities and encourage employees to be brand ambassadors.
- Design, plan and execute selection processes (conduct interviews and screening calls, administer psychological tests etc.).
- Ability to multitask, Open to learn new things quickly & Ready to play different roles on need basis.
- Should have a zeal to explore and compare different portals & tools and be a significant part of the Internal Product (Job Portal/ Free Lancer Portal/ATS,..etc) development.
- Reliable at work Habits, Loyal to Organization and stable at employment.
- Willing to travel (domestic & international) if required and flexible with timings

Good to Have:

- Knowledge of human resources laws.
- Knowledge/Experience in Digital Marketing.
- Knowledge/Experience HR/Recruitment Product/Portal building
- Knowledge/Experience in International recruitment (Especially USA, Middle East, Japan).
- Certifications in HR/Recruitment/Digital Marketing/People Management

Interested candidates can share their updated profiles to narendra.dandi@nbits.tech

NOTE: Preference will be given for the people who are **proactive**, showcase **right attitude**, **Good track record in TA & Academics**, **committed** and **Join with us immediately**.

