

Position Title	Lead – HR Operation & Talent Acquisition
Level	Sr Manager
Location	Gurugram
Reporting to	Head – Human Resources
Team size	3-4
Qualification	MBA (HR)
Experience (in years)	10-15 yrs

HR & Talent Acquisition Lead with 10+ years of experience

An accomplished HR professional with over a decade of experience, including 5+ years in Talent Acquisition. Adept at developing and implementing effective talent acquisition strategies and hiring plans. Proven expertise in leading regional HR teams and aligning HR strategies with organizational goals, especially in rural India.

Key Responsibilities:

Talent Acquisition:

1. Lead the end-to-end recruitment process across India, designing and executing talent acquisition strategies.
2. Implement consistent recruiting, interviewing, and hiring practices to ensure a positive candidate experience. Lead special recruiting initiatives, including developing and accessing best practices in the area of sourcing and selection.
3. Collaborate with external partners and stakeholders to meet hiring needs.
4. Drive recruitment within designated departments, ensuring processes are completed on time and within budget.
5. Leverage new technologies, social media and innovative channels in the recruitment space for improved efficiency.
6. Organize and execute campus recruitment drives to attract fresh talent and build a robust pipeline of future leaders.

HR Operations:

1. Lead regional HR teams to implement HR processes and policies at the grassroots level.
2. Manage the entire employee lifecycle, from hire to retire, ensuring alignment with organizational policies.
3. Address employee grievances and foster a supportive work environment.
4. Oversee payroll inputs, attendance, statutory compliance, and exit processes to ensure smooth operations.

Key skills & experiences:

- Leadership experience in talent acquisition, with a strong track record of managing teams.
- In-depth knowledge of recruitment processes, selection methods, and interviewing techniques.
- Excellent interpersonal and communication skills, with strong negotiation abilities.

- Proven ability to build relationships and influence key stakeholders.
- Expertise across the candidate lifecycle: talent mapping, sourcing, interviewing, and closing.
- Strong commitment to compliance and process adherence.
- Strong analytical skills with the ability to leverage data for informed decision-making and process improvements.
- Proficient in Microsoft Office (Excel & PowerPoint).
- Commitment to fostering a culture of inclusivity, excellence, and continuous improvement.

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