

Job Description: Talent Acquisition Manager

Position: Talent Acquisition Manager

Department: Human Resources

Experience: 10+ Years

Industry: Healthcare

Location: Mumbai (Near Prabhadevi / Parel – Central Line Stations)

Employment Type: Full-Time

Reporting To: Head – Human Resources / CHRO

Role & responsibilities

The Talent Acquisition specialist is responsible for managing the end-to-end recruitment process, ensuring timely closure of positions while delivering an excellent candidate experience. The role involves partnering with hiring managers, sourcing quality talent, coordinating interviews, negotiating offers, and supporting employer branding initiatives to meet organizational hiring objectives.

Key Responsibilities

Manage end-to-end recruitment for assigned positions.

Understand manpower requirements and prepare recruitment plans.

Source candidates through job portals, LinkedIn, employee referrals, consultants, campus hiring, and social media.

Screen resumes and conduct initial HR interviews.

Coordinate interviews with hiring managers and ensure timely feedback.

Schedule and manage interview logistics.

Negotiate compensation and roll out offer letters.

Ensure smooth pre-boarding and onboarding of selected candidates.

Maintain recruitment MIS, and hiring dashboards.

Build and maintain a talent pipeline for future hiring requirements.

Coordinate with recruitment agencies and monitor their performance.

Ensure adherence to recruitment TATs and quality hiring metrics.

Participate in employer branding initiatives, job fairs, and campus recruitment drives.

Maintain candidate databases and recruitment documentation.

Ensure a positive candidate experience throughout the hiring lifecycle.

Stay updated with market trends, salary benchmarks, and sourcing strategies.

Preferred candidate profile

7-11 years of experience in Talent Acquisition or Recruitment.

Experience in healthcare, EMS, manufacturing, or service industries will be an added advantage.

Skills & Competencies

Strong sourcing and networking skills.

Excellent communication and interpersonal abilities.

Interviewing and candidate assessment skills.

Negotiation and stakeholder management.

Proficiency in LinkedIn Recruiter, Naukri, and MS Excel.

Analytical mindset with strong reporting skills.

Ability to manage multiple positions simultaneously.

Strong organizational and time-management skills.