

# Talent Acquisition Report: Job Descriptions

Company: [CodeAlpha]

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Prepared By: Human Resources Department

Document Purpose: To define the roles, responsibilities, and requirements for key open positions to facilitate targeted recruitment.

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## Job Description 1: Senior Software Developer (Full Stack)

Department: Engineering & Product Development

Location: [Lucknow, Uttar Pradesh] / Remote/Hybrid

Position Type: Full-Time

Reports to: Lead Software Architect

### Job Summary

We are seeking a highly motivated and experienced Senior Software Developer to join our dynamic engineering team. The ideal candidate will be a key contributor in designing, developing, and implementing robust software solutions from concept to deployment. You will work on cutting-edge projects, leveraging your full-stack expertise to drive innovation and excellence.

### Key Responsibilities

- **Design & Development:** Design, code, test, and debug complex software applications across the full technology stack (front-end and back-end).
- **Architecture & Scalability:** Participate in architectural discussions and contribute to building scalable, secure, and maintainable systems.
- **Collaboration:** Work closely with product managers, designers, and other engineers to understand requirements and translate them into technical specifications.

- **Mentorship:** Provide guidance and mentorship to junior developers, conducting code reviews and promoting best practices in software engineering.
- **Quality Assurance:** Write clean, well-documented, and efficient code; implement unit and integration tests to ensure software quality.
- **DevOps & Deployment:** Collaborate with DevOps teams to manage and automate deployment processes in CI/CD environments.
- **Problem-Solving:** Troubleshoot, debug, and resolve complex technical issues across various environments.

## **Required Qualifications & Experience**

- Bachelor's or Master's degree in Computer Science, Engineering, or a related field.
- 5+ years of professional experience in software development.
- Proven experience as a Full Stack Developer or similar role.

## **Technical & Professional Skills**

- **Front-End:** Proficiency in modern JavaScript frameworks (React.js, Angular, or Vue.js), HTML5, and CSS3.
- **Back-End:** Strong experience with server-side languages (Node.js, Python, Java, or C#).
- **Databases:** Hands-on experience with relational (PostgreSQL, MySQL) and/or non-relational databases (MongoDB).
- **APIs & Web Services:** Extensive knowledge of RESTful API design and development.
- **Version Control:** Expertise with Git and Git workflows (e.g., GitFlow).
- **Cloud Platforms:** Experience with cloud services (AWS, Azure, or GCP) is a plus.
- **Soft Skills:** Excellent problem-solving abilities, strong communication skills, and a collaborative team spirit.

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## **Job Description 2: HR Executive (Talent Acquisition & Operations)**

Department: Human Resources

Location: [Lucknow, Uttar Pradesh] / On-site/Hybrid

Position Type: Full-Time

Reports to: HR Manager

### **Job Summary**

We are looking for a dynamic and proactive HR Executive to manage our end-to-end recruitment lifecycle and support daily HR operations. This role is critical in sourcing, attracting, and hiring top talent while ensuring a smooth and positive employee experience. The ideal candidate is a people-person with a strong understanding of HR practices and a passion for talent management.

### **Key Responsibilities**

- End-to-End Recruitment: Manage the full recruitment cycle – from job posting and sourcing to screening, interviewing, and offering.
- Sourcing & Branding: Utilize various channels (job portals, social media like LinkedIn, referrals) to build a strong talent pipeline and promote the company's employer brand.
- Candidate Management: Serve as the primary point of contact for candidates, ensuring a seamless and professional candidate experience.
- Interview Coordination: Schedule and conduct initial phone screens and interviews; coordinate with hiring managers for subsequent interview rounds.
- Onboarding: Facilitate the onboarding process for new hires, including documentation, orientation, and initial training coordination.
- HR Operations: Assist in managing employee records, HRIS data entry, and preparing HR-related documents (appointment letters, experience letters, etc.).
- Employee Engagement: Support employee engagement initiatives, performance management cycles, and other HR projects as needed.

- Compliance: Ensure all HR activities comply with company policies and relevant labor laws.

## **Required Qualifications & Experience**

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- 2-4 years of proven experience as an HR Executive, HR Generalist, or in a similar role, with a strong focus on recruitment.
- Experience with Applicant Tracking Systems (ATS) and HRIS.

## **Technical & Professional Skills**

- Recruitment Expertise: Strong knowledge of sourcing techniques and interview methodologies (behavioral and competency-based).
- Communication Skills: Exceptional verbal and written communication and interpersonal skills.
- Organizational Skills: Excellent organizational and time-management abilities, with a keen attention to detail.
- Discretion: Ability to handle confidential information with integrity and discretion.
- Problem-Solving: Proactive and resourceful problem-solver with a customer-service orientation.
- Technical Proficiency: Proficiency in MS Office Suite (Word, Excel, PowerPoint).

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