

### Job Description

<b>Designation:</b>	Executive- TA
<b>Department:</b>	Human Resources
<b>Direct Reporting To:</b>	SME -TA
<b>New Position/ Back Fill:</b>	New

#### **About A&A**

A&A Business Consulting (AABC) is India's leading consulting company for Small and Medium Enterprises. Founded in 2009, AABC has completed 1500 full-fledged consulting projects assisting businesses achieve organised growth. We have presence in 7 states across India with a network of 18000+ SMEs.

Our team of 300+ professionals serves clients from industries as diverse as textiles, machine tools, apparel, agriculture, engineering, chemicals, food processing, healthcare & pharmaceuticals, telecom, education, BFSI, automobile, construction & infrastructure and FMCG, amongst others.

We have six different consulting practices namely, **Sales (Business), Finance, Branding, Human Resources, Information Technology and Operations (Business Processes)**. Our team of 100+ consultants with varied industry expertise are backed by Subject Matter Experts (S.M.E.) team. Together, they are responsible for bringing measurable changes to clients' businesses.

At AABC, our vision is to assist individuals and organizations to GROW. Remaining rooted to our vision, we completed assisting 1239 businesses grow financially in March 2018. We are working towards our next mission of assisting 2020 businesses grow financially by 31<sup>st</sup> March 2020. We can foresee the change we want to bring in the SME sector in India. We want to craft the financial destinies of millions of SMEs by assisting them grow in an organized way.

Come, let us grow your business together!

MISSION 2020: We will assist 2020 businesses achieve organized growth by 31st March, 2020.

Vision: To assist individuals and organizations to grow.

Values: Initiation | Innovation | Persistence | Passion | People | Performance

#### **Job Purpose:**

Executive- Talent Acquisition will provide sourcing support to A&A internally and its clients within a given TAT. The primary objective of the Executive - TA is to identify and qualify prospective candidates and build a robust talent pipeline for both current and future positions.

#### **Responsibilities:**

- Candidate will be responsible for sourcing candidates Internally for (A&A) and Externally (Consulting Clients) **within given TAT**.
- He / She will be responsible for end to end recruitment within the stipulated aggressive timelines and building the talent pipeline for the businesses to achieve the hiring targets.
- He/she will be responsible for collecting the Manpower Requisition Form from the Functional Heads.
- He/ she will be responsible for screening resumes from Job Portal or existing database according to the job specifications.
- He/She will be responsible for coordination with Third Parties for getting the resumes on need basis.
- He/ she will be responsible for evaluating shortlisted candidate by conducting first tele-interview
- He/she will be responsible for scheduling the interviews in preferred branches and coordinating with the respective SPOC.
- He/ she will be responsible for follow up with the candidates to attend interview in Scheduled Date, Time & Venue.
- He/ she will be responsible for maintaining MIS for calling List and Interview schedule.
- He/ she will be coordinating with selected candidates for the Salary negotiation and documentation.
- He / she will be responsible for coordination with the candidates till on-boarding / joining at the Company or client site
- He /she will be responsible for any other task assigned by the Management.

<b>Requisite Skills:</b>	<ul style="list-style-type: none"> <li>▪ Confident and assertive</li> <li>▪ Excellent communication skills (written and verbal)</li> <li>▪ Should have hardcore recruitment experience</li> <li>▪ Ability to work under pressure</li> <li>▪ Result oriented</li> <li>▪ Should have good understanding on profile and learning attitude</li> <li>▪ Administrative skills</li> <li>▪ Attentiveness to details</li> <li>▪ Analytical skills</li> <li>▪ Good listening</li> <li>▪ Self-grooming, logical reasoning and self-motivation</li> <li>▪ MS office proficiency</li> </ul>		
<b>Desired Skills:</b>	<ul style="list-style-type: none"> <li>▪ Ability to self-motivate and motivate others</li> <li>▪ Knowledge of functioning of businesses</li> </ul>		
<b>Education:</b>	Graduate in any discipline. PG/MBA in HR is desired.		
<b>Relevant Experience:</b>	A minimum of 2 years		
<b>CTC per annum:</b>		<b>Total Experience:</b>	2- 5 years
<b>Will travel?</b>	No	<b>Monthly Net Salary:</b>	
<b>Work time</b>	Monday to Saturday		
<b>Preferred Domain:</b>	HR,Recruitment, Administration		
<b>Reference Companies:</b>	Small & Medium Enterprises		
<b>Gender:</b>	Male/ Female	<b>Marital Status:</b>	Married ( will be preferred)