

## Talent Acquisition Executive

Section	Details
<b>Job Title</b>	Talent Acquisition Executive
<b>Location</b>	Office No. 1002, Rajhans Montessa, Surat Dumas Road, Besides Le Meridien Hotel, Near Airport, Magdalla, Surat, Gujarat, 395007
<b>Experience</b>	1–2 years of experience in recruitment (Non-IT roles)
<b>Industry</b>	Management Consulting Firm (Business Consulting)
<b>Reports To</b>	Manager / Talent Acquisition Lead
<b>Job Summary</b>	We are looking for a proactive Talent Acquisition Executive to manage end-to-end recruitment for Non-IT roles, focusing on manufacturing, services, retail, and other non-IT sectors. The candidate will help the organization attract, hire, and onboard the right talent efficiently.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- End-to-end recruitment for Non-IT roles</li> <li>- Source candidates via job portals, references, social media, and local networks</li> <li>- Screen resumes and conduct initial HR discussions</li> <li>- Schedule and coordinate interviews with hiring managers</li> <li>- Maintain candidate database and recruitment tracker</li> <li>- Manage offer letters, joining formalities, and onboarding support</li> <li>- Build and maintain a talent pipeline for future hiring</li> </ul>
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>- Experience in Non-IT recruitment (manufacturing, retail, services, etc.)</li> <li>- Good communication and coordination skills</li> <li>- Ability to handle multiple positions simultaneously</li> <li>- Knowledge of recruitment processes and job portals</li> </ul>
<b>Qualification</b>	<ul style="list-style-type: none"> <li>- Bachelor’s degree in any field (HR / Commerce / Business Administration preferred)</li> <li>- 1–2 years of recruitment experience in Non-IT industries</li> </ul>
<b>Key Competencies</b>	<ul style="list-style-type: none"> <li>- Strong interpersonal and communication skills</li> <li>- Time management and organizational skills</li> <li>- Negotiation and candidate handling skills</li> <li>- Target-oriented mindset</li> <li>- Team player</li> </ul>
<b>Benefits / Why Join Us</b>	<ul style="list-style-type: none"> <li>- Opportunity to gain experience in a dynamic consulting environment</li> <li>- Exposure to multiple Non-IT industries and sectors</li> <li>- Collaborative and learning-focused work culture</li> <li>- Career growth opportunities within Talent Acquisition and HR</li> </ul>

