

# Head of Talent Acquisition, India

- Broad strategic and country-wide opportunity
- Based in Mumbai, India

- Competitive Annual Cash Compensation + Performance Bonus + Benefits

**ERLMS Limited is a professional management consulting firm specialising in providing Organisational & Human Resource Management Consulting, IT System Development & Solution and Executive Search services to companies worldwide.**

**Our client, one of the world's leading and reputable technology and engineering companies, is seeking a Head of Talent Acquisition to be responsible for all talent acquisition and recruitment activities across India.**

## **Reporting to the Vice President - Human Resources, India, your primary responsibilities include:**

- Lead the overall Talent Acquisition and Recruitment function and strategies for the organisation and oversee the management and administration of all recruitment activities and processes across India.
- Champion, develop and execute country talent acquisition and recruitment strategies, initiatives and systems to ensure overall competitiveness and alignment with country business objectives and regional/corporate directions and goals.
- Lead further development of the organisation's recruitment management frameworks; review, develop and implement consistent and effective policies and systems across the country while adapting to local predominant market practices and/or statutory regulations.
- Develop appropriate communication strategies to support the roll-out of recruitment campaigns, policies and programmes.
- Act as the internal consultant - interface with regional talent acquisition and HR teams and local senior management to provide advice on all recruitment related matters. Develop and improve tactical recruitment processes and methodologies to provide long term competitive advantage in attracting and recruiting competent employees across the country and to provide solutions to overcome complex recruitment issues.
- Act as the country driver and subject matter expert for the country talent acquisition initiatives and programmes.
- Stay abreast of the market trends, country legal and regulatory changes and competitors' practices, keep country Business Leaders and HR Teams up-to-date, identify areas of long-term development within the talent acquisition environment, research issues and develop hiring solutions to meet country business needs, and build business cases to support recommendations of changes relating to recruitment of employees when necessary.
- Lead and implement staffing projects or initiatives across the country.
- Work with local and regional C&B team relating to employment offers of new hires.
- Build strong local Talent Acquisition team capability across the country.
- Lead and manage Talent Acquisition staff members in the country to ensure strategies and plans support local country business goals and hiring requirements, and in managing end to end staffing processes; such as:
  - Work with hiring managers to understand and plan hiring needs.
  - Define job descriptions of positions to be filled.
  - Identify appropriate and cost-effective sourcing vehicles to be used.
  - Formulate job advertisements, and identify and co-ordinate with recruitment / advertising providers to achieve best results and cost optimisation.
  - Screen resumes, conduct behavioural-based interviews and short list applicants for consideration by hiring managers.
  - Monitor and co-ordinate all candidate assessment activities.
  - Provide professional guidance to hiring managers on selection decision-making process.
  - Conduct or verify candidate reference checks.
  - Co-ordinate employment offer activities.
  - Deliver high quality candidates within specified timeframe and budget.
  - Provide support to hiring managers on best practice recruitment and selection solutions.
  - Ensure recruitment practices are in line with corporate and regional strategies and business objectives.
  - Ensure that the recruitment practices adhere to country employment laws and regulations.
  - Identify and provide information on recruitment issues and trends, from internally within the organisation and externally in the market place.

## **KEY SKILL AND ATTRIBUTE REQUIREMENTS**

- Able to comprehend the dynamics of the business and its implications on employee hiring.
- Hands-on operational experience covering all delivery aspects of recruitment services, in-house recruitment or agency experience.
- Strong experience in cross country, executive and professional hiring.
- Ability to see the big picture and to think long term perspectives.
- Good communication skills and customer orientation, demonstrates sensitivity in working across cultural lines.
- High energy level with good interpersonal, relationship building, presentation and persuasive skills that can influence senior management.
- Well-organised, agile and open-minded, able to adapt to changing circumstances and move with new initiatives.
- Ability to work under pressure, challenging working environment and meeting tight recruitment deadlines.
- Good command of written and spoken English, additional Asian languages a plus.
- Foundational knowledge of remuneration management.
- Computer literate.

## **WORK EXPERIENCE AND QUALIFICATION**

- Bachelor degree or above qualifications.
- 8+ years of HR experience with at least 5 years in talent acquisition and recruitment area, preferably from within a multinational corporation and with countrywide experience.

**Senior Recruitment and Talent Acquisition Professionals from within large multinational companies or international executive search firms are most encouraged to apply.**

**The Hiring Company would like to have someone on board as soon as possible. Interested candidates, please send in your application immediately.**

**To apply, please email your detailed resume to ERLMS Limited on [mhyong@erlms.com](mailto:mhyong@erlms.com). Please also indicate in the resume your current and expected salary packages., a must**

**ERLMS Limited**

Management Consulting & Services

All information collected is solely for recruitment purpose and will be treated in the strictest confidence.