

**Manager - Talent Acquisition (Full Time Role)**  
**Mumbai, India**

**ABOUT UNITILE:**

Unitile stands as India's premier raised access floor brand, honored with the esteemed recognition of being the Rising Brand of Asia in 2021.

We have successfully assisted over 15,000 businesses in embracing transformative changes, specializing in creating forward-looking workspaces through our intelligent access flooring and cutting-edge data center solutions. Our expansion into new building material products, including those related to metal, gypsum, plastic, and acoustic solutions, demonstrates our commitment to diversification and innovation. At the heart of our manufacturing endeavors lie sustainability and innovation, supported by state-of-the-art machinery and automation. This commitment allows us to expand our global footprint and redefine the landscape of flooring technology.

Driven by a team of young and dynamic leaders, we're committed to shared success and aspire to be a global leader in raised access floor systems, acoustics, and related industries.

**POSITION OVERVIEW:**

As the Manager of Talent Acquisition, you will play a critical role in attracting, sourcing, and hiring top talent to support our company's growth and objectives. You will ensure timely fulfillment of staffing needs while maintaining high standards of quality and professionalism.

**KEY RESPONSIBILITIES:**

- Develop and implement recruitment strategies to attract qualified candidates for various positions within the organization, including manufacturing, engineering, sales, finance, and administrative roles.
- Lead and mentor a team of recruiters, providing guidance, support, and training as needed to ensure optimal performance and productivity.
- Collaborate with department managers and senior leadership to understand staffing requirements and develop comprehensive recruitment plans to meet organizational needs.
- Utilize a variety of sourcing methods, including job boards, social media, networking, and industry events, to identify and engage with potential candidates.
- Screen resumes, conduct interviews, and assess candidates' qualifications, skills, and cultural fit for open positions.
- Coordinate and schedule interviews between candidates and hiring managers, ensuring a positive and efficient interview experience for all parties involved.
- Manage the offer negotiation process, including salary discussions, benefits packages, and other employment terms, to secure successful candidate placements.
- Maintain accurate and up-to-date records of candidate interactions, interview feedback, and hiring decisions in the applicant tracking system (ATS).
- Develop and maintain relationships with external recruitment agencies, job boards, universities, and other talent sources to expand the company's recruitment network.
- Stay informed of industry trends, best practices, and legal requirements related to recruitment and employment, ensuring compliance with relevant regulations and guidelines.
- Continuously evaluate and improve the recruitment process, identifying areas for optimization and implementing enhancements to streamline operations and enhance candidate experience.

**REQUIRED SKILLS, QUALIFICATION AND EXPERIENCE:**

**Skills:**

- Proven track record of successfully sourcing and hiring candidates across a range of functions and levels, from entry-level to executive positions.
- Strong knowledge of recruitment best practices, techniques, and tools, including applicant tracking systems (ATS) and recruitment software.

- Excellent communication and interpersonal skills, with the ability to build rapport and establish relationships with candidates, hiring managers, and other stakeholders.
- Demonstrated leadership abilities, with experience leading and managing a team of recruiters to achieve departmental goals and objectives.
- Ability to work effectively in a fast-paced, dynamic environment, managing multiple priorities and deadlines with a high degree of attention to detail.
- Proficiency in Microsoft Office Suite and other relevant software applications.
- Certification in Human Resources is a plus.

**Qualification and Experience:**

- Bachelor's degree in human resources, Business Administration, or related field.
- Minimum of 5+ years of experience in recruitment, with at least 2 years in a managerial or leadership role, preferably in a manufacturing or industrial environment.

Salary would be in line with the experience.

***IT'S MUCH MORE THAN WORK HERE AT UNITILE!***