

## Talent Acquisition Specialist (NON Technical)

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Company: GUS Global Services India Pvt. Ltd.

Location: gurugram

Category: other-general

Education Background: MBA/PGDM or equivalent degree. Type of Industry Experience preferred: Academic hiring or search firms. No. Of vacancies : 3 Relevant (Non-IT recruitment) experience required: 5-7 years or 10-15 years. Work location: Delhi / Gurgaon Key Result Areas: Handling end to end recruitments across all academic / non-academic functions. Coordinate with hiring managers to identify staffing needs. Determine selection criteria. Source potential candidates through online channels (Naukri, LinkedIn, etc.) and Internal/External references. Plan interview and selection procedures, including screening calls, assessments and in-person interviews. Design job descriptions and interview questions that reflect each position's requirements. Key Competencies: Proven work experience as a Talent Acquisition Specialist. Familiarity with resume databases and professional networks Hands-on experience with full-cycle recruiting using various interview techniques and evaluation methods. Excellent verbal and written communication skills. A keen understanding of the differences between various roles within organizations.

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