



Job Role	Facilitate Recruitment Services Onsite
Job Title	Recruitment Operation/Coordinator
Reporting to	Client Account Manager
Location	Bangalore

FlexAbility RPO and ABC AMS partnership	<p>FlexAbility is the Recruitment Process Outsourcing (RPO) division of ABC Consultants.</p> <p>This is a recruitment business offering from ABC as increasingly companies are look for hiving off a major part of recruitment to specialist firms in order to get the best in recruitment namely - Process, technology, diversity of sourcing channels, reduce hiring costs, timelines, increase employer branding etc thereby enabling companies to focus on their core business.</p> <p>In this model Flexability team deployed, is on client site managing the entire recruiting/hiring process from job profiling through the on-boarding of the new hire, including staff, technology, method and reporting</p> <p>ABC Consultants, India's leading Executive Search and Selection firm partnered with Alexander Mann Solutions (AMS), the provider of world-class talent and resourcing functions . The partnership has seen ABC Consultants and Alexander Mann Solutions combine to provide RPO services in India.</p> <p>The partnership expands Alexander Mann Solutions international offering into one of the world's fastest growing and most in-demand economies, giving customers access to a truly global, end-to-end network of RPO services. The Partnership with AMS enables ABC to deliver high quality recruitment services to our clients across India.</p>
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<p>Role Overview</p>	<p>The role of the Executive is to facilitate recruitment services carried out onsite at client location. The Executive’s role will also involve a lot of coordination and MIS. The Executive will play an important role to support all team members onsite. He should have the ability to effectively coordinate with candidates and clients.</p>
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<p>Accountability</p>	<p>MIS</p> <ul style="list-style-type: none"> ▪ Produce scheduled and ad-hoc reports required. ▪ Chasing information to be fed into the system keeping it up to date. <p>Scheduling</p> <ul style="list-style-type: none"> ▪ Schedule interviews across multiple businesses, hiring managers and locations ▪ Effectively liaise with Hiring Managers and colleagues to ensure that the interviewing process is run smoothly ▪ To manage local and outstation candidates viz. travel bookings, document collection, schedule management ▪ Keeping candidates updated and informed on the processes of the interview <p>Documentation</p> <ul style="list-style-type: none"> ▪ Confidentiality maintained at all levels for all the documents.
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	<ul style="list-style-type: none"> ▪ Draws out all the contracts after the offers have been made to the candidates
<p>Competency</p>	<ul style="list-style-type: none"> ▪ Attention to detail, a keen person having an eye for detail who wouldn't miss out on small key details. ▪ Process driven, adheres processes and sticks to guidelines. ▪ Analytical, Accuracy & Quality, analytical in nature seeking accuracy and quality at all times. ▪ Communication skills; should have good communication and interpersonal skills as the person will be deployed on client site.
<p>Experience</p>	<ul style="list-style-type: none"> ▪ Experience between 1-3 years in Sourcing, Recruitment, Coordination, HR Admin role with database management skills. ▪ Ability to communicate with people from all levels of management ▪ Experience of analysing and presenting large amount of data ▪ Accurate with scheduling and co-ordination ▪ Strong time management skills, ability to multi task and prioritize ▪ Highly developed verbal and written communication skills ▪ Detail orientation

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