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| <b>Job Role</b>     | Recruitments                            |
| <b>Job Title</b>    | Onsite Recruitment Specialist           |
| <b>Reporting to</b> | Client Services Manager/Account Manager |

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| <b>FlexAbility RPO and ABC AMS partnership</b> | <p><b>FlexAbility is the Recruitment Process Outsourcing (RPO) division of ABC Consultants.</b></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</p> |
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|  | quality recruitment services to our clients across India. |
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| <p><b>Role Overview</b></p>  | <p>The role of the Specialist is to develop and deliver excellent recruitment services to the client in line with agreed service levels. A key component of this role is to design innovative sourcing strategies to attract candidates from within the market place in a cost-effective manner. The Specialist is also responsible for building excellent relationships within the hiring manager community in order to identify opportunities for direct hiring and provide guidance to ensure a best practice approach to resourcing is adopted.</p> <p>The Specialist is responsible for coaching and leading direct reports (if any) and providing support and information as requested by the Reporting Manager. This is a key role that requires a responsive, strategic and client-facing individual.</p> |
| <p><b>Accountability</b></p> | <p><b>Financial &amp; Operational Excellence</b></p> <ul style="list-style-type: none"> <li>▪ Consult with the hiring manager to complete a detailed job specification and undertake the vacancy consultation explaining the role information which needs to be collated and agree time scales and obligations for the resourcing process</li> <li>▪ Assisting the Reporting Manager to develop the sourcing strategy for each role recruited and agreeing the strategy (including web-based and direct sourcing) with hiring manager</li> <li>▪ Ensure target operating model and SLAs are delivered against and</li> </ul>  |

proactively raise concerns around target achievement escalating these to the Reporting Manager

- Interpreting resourcing plans, define role requirements and develop innovative sourcing options including networking, headhunting and building talent pools
- Ensuring all requisitions are fully specified and tracked through the correct authorisation sourcing channels and processes
- Maintaining recruitment system accurately and ensures direct reports are also maintaining data integrity
- Screening, qualifying and reference checking suitable candidates and providing a short-list to the hiring manager
- Forecasting placements based on demand, changes in the clients business, the candidate pipeline and trends in business demand
- Involvement in any relevant client presentations and evaluation / review meetings
- Identifying areas of process improvement, service enhancement, related strategic projects and opportunities to increase the scope of the service and communicating these to the Reporting Manager and the team (including administrators and resource specialists)

**Client Focus**

- Providing a high level of candidate care and ensuring frequent communication is deployed (e.g. debriefing candidates, keeping candidates 'warm')
- Speculative sourcing, creating opportunities for competitor mapping and management information
- Custodian of client EVP, ensuring the proposition conveyed is compelling

#### **Team**

- Understanding ABC people are a key market differentiator and is genuinely committed to the development of direct reports and the team
- Deputising for the Reporting Manager by coordinating daily delivery meetings and highlighting issues for escalation
- Ensuring the Reporting Manager is constantly aware of any relevant issues

#### **Specialist / Technical Expertise**

- Holding an understanding of recruitment best practice tools and methodologies (e.g. job profiling, sourcing, selection and assessment)

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|                          | <ul style="list-style-type: none"> <li>▪ Deploying effective recruitment delivery and attraction strategies, using all sourcing channels effectively, managing multiple campaigns.</li> <li>▪ Keeping abreast of market intelligence and industry trends (e.g. new technology, recruitment metrics, and legislative changes)</li> </ul>   |
| <p><b>Competency</b></p> | <ul style="list-style-type: none"> <li>▪ Must have very good <b>client focus</b>, understand customer’s objectives, develops strategies and plans to ensure these are met. Engages hiring managers to understand their delivery needs</li> <li>▪ <b>Innovation</b>, Actively promotes and implements processes and methodologies to enhance team’s delivery capability</li> <li>▪ <b>Communicates; influences and persuades</b>, Sells the roles to candidates and understands their requirements in order to suggest appropriate courses of action. Can persuade hiring managers to flex on budget or requirements based on market drivers</li> <li>▪ <b>Adept at Analytical thinking and drives Accuracy &amp; Quality.</b> Determines the most appropriate metrics to measure the performance of service delivery (e.g. sourcing strategy performance). Ensures resource specialists and resource consultants within the team are maintaining the data integrity and entering all information into the workflow system and any appropriate trackers</li> <li>▪ Fosters <b>Team Collaboration</b> by creating learning and developmental opportunities for team members.</li> </ul> |

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|                          | <ul style="list-style-type: none"> <li>▪ <b>Decision Making</b>, Decides upon recruitment methodologies and sourcing strategies to utilise and share within team. Makes decisions regarding the most appropriate candidates to forward to hiring manager</li> </ul>  |
| <p><b>Experience</b></p> | <ul style="list-style-type: none"> <li>▪ Experience of presenting to senior client stakeholders (e.g. resourcing managers) and gained agreement to course of action. Ability to liaise with and influence all levels of management to agree a change of direction or new process</li> <li>▪ Experience of developing and delivering recruitment strategies and processes to improve outcomes (i.e. decreased time to hire, increased quality of hire)</li> <li>▪ Experience of developing and delivering end-to-end recruitment campaign strategies to meet client requirements</li> <li>▪ Experience working to and achieving demanding targets, ratios and SLAs</li> <li>▪ Experience in the use of recruitment technology such as ATS and recruitment databases.</li> </ul> |

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