

Company Name : Indian Energy Exchange Limited
Company website : www.iexindia.com
Position Title : Talent Acquisition
Designation : Assistant Manager/Deputy Manager
Location : Noida
Experience : 6-9 Years

Responsibilities:

- Develop and execute talent acquisition strategies aligned with company goals and workforce plans.
- Manage full recruitment cycle including sourcing, screening, interviewing, evaluating, and onboarding candidates across various functions and levels.
- Collaborate closely with hiring managers to understand hiring needs.
- Enhance employer branding and candidate experience to attract top talent.
- Analyze recruitment data and metrics to continuously improve hiring processes.
- Manage relationships with external recruitment vendors and agencies, including vendor selection, performance monitoring, and contract negotiation.
- Oversee recruitment-related invoice processing (SAP) and work closely with finance to ensure timely payments.
- Lead initiatives to promote diversity, equity, and inclusion in hiring practices.
- Handling the end-to-end BGV (background verification) process.
- Schedule and coordinate for the pre-employment health checks.

Qualification & Experience:

- Customer Centricity
- Good learnability, ability to learn new process quickly
- Good Communication skills (written & verbal)
- Ability to collaborate within team and across cross functional teams
- Knowledge of power trading industry
- Good knowledge of Microsoft excel

Share CV at: careers@iexindia.com