

Job Description (JD)

Company Name	Markolines Traffic Controls Ltd	Location	Navi Mumbai
Name of Employee		Employee Code	
Designation	Executive HR	Date of Joining	
Department	HR & Admin	Immediate Reporting	Lead HR
Functional Reporting		Remarks (if any)	

Job Description
Recruitment

- Managing End to End Recruitment and Selection Process: - Responsible to manage the overall recruitment process, make sure that the openings are closed as per defined timelines.
- Working closely with business to understand the hiring needs
- Sourcing candidates using multiple sourcing channels including internal databases, job boards, head-hunting and networking.
- Sourcing for niche requirements
- Understanding candidate's profile to evaluate role fitment (Screening & Shortlisting)
- Manage scheduling and coordination related activities in the entire recruitment process.
- On boarding and Induction
- Maintain and update status of all ongoing position: - Track and monitor all recruitment activities Maintain and provide a healthy pipeline for current and future staffing needs Drive sourcing channels to obtain desired results.
- Cost optimization: - Create & Innovate sourcing strategies and manages multiple sourcing channels to optimize quality, availability and cost optimization

Other responsibilities

- As assigned