

Assistant Manager - Talent Acquisition

Every startup's greatest HR challenge is on how to win the war for talent. How to hire the greatest talent when you are facing competition from bigger companies who can outspend you.

This job will give you a ground up view of how the war for talent is won and you will learn how to recruit at scale.

Who we are:

We're a B2B HR startup that is pioneering the concept of being a pure cloud company. Let me break this down for you.

How we make money - we offer services in the HR domain to corporates (typically startups). Our core service offering is Recruitment. If you are looking to hire a top notch sales team, or a rockstar coder to create a winning product, and you are looking for only the best talent - then we're the right choice for you. We typically charge one month's salary for each person we recruit for our clients.

Who are our clients - We have worked with some of the best know startups brands in India including: Zomato, Swiggy, Byju's, Oyo Rooms, Fabhotels, MagicBricks, 91 Springboard, Redquanta, XSeed, CL Educate, Moglix etc. We help the founders and leadership teams of these companies to hire talent in Sales, HR, Finance, Technology, Operations etc that helps them to scale up their organisations.

How we operate - When we say we are a pure cloud company, we mean it! We have no physical office, and everyone from the CEO to the lowest level employee works on the cloud. We are pioneering the future of work just as Elon Musk is pioneering the future of transportation. Instead of spending on maintaining a physical office, we spend money on building our cloud infrastructure and have so far invested in a custom inhouse ERP, an ATS (among India's best) that automates recruitment, best in class productivity suite by google, an AI based tool that automates bulk calling and we're still on the hunt for more tools that we can use to enhance productivity.

Some numbers: Our team size is about 35 people including 4 team leads, and a few part time people. Our website - www.myunnati.com - gets 2 lac + visitors annually, and we receive about 5 lac job applications annually across all sources where we advertise our jobs (naukri/ other job portals/ linkedin/ facebook). All this is organic traffic and we have not spent anything on SEO/ SEM. We started from scratch in April 2016 and achieved a turnover of 70 lacs last financial year. This year we are on track to double outand have a wild ambition to cross 100 cr by 2025.

Role Expectations:

Your primary goal in the job is to help our clients attract great talent and help them to close their open roles in the most effective manner possible. You will be involved in the end-to-end recruitment process which includes:

- The process starts with understanding the client requirements and based on that crafting a professionally written job description
- The next step is to create an assessment template that is used to assess candidates fitment for the role
- Then the job is advertised by doing a job posting on job portals, promoting it on social networking sites etc.
- Interested candidates and respondents to job postings are contacted and interviewed to assess for their fitment for the role.
- Suitable passive candidates are also sourced for cold calling by pulling out their CVs from job portals or sending them mailers.
- We convince good candidates about the role and build their interest in the company and arrange for their interview with the client.
- We send screened candidates to clients, schedule interviews, understand client feedback and modify the screening and sourcing strategy according to the feedback
- We are also involved in salary negotiation and ensuring the selected candidate accepts the offer and joins.

You will be successful in this role if:

- You are willing to do a high volume of calling to reach the best talent
- You are able to take tough decisions to drop/ reject candidates
- You have the resilience to keep learning and experimenting even if you don't get multiple failures
- You are motivated about working remotely (from your home etc) without any active supervision and without any physical office infrastructure

What you will learn:

- Work Ethics – you will learn to persist and not give up
- Identifying quality - You will develop a sense of judgement which will help you identify quality talent and separate out the chaff from the wheat
- Value of talent – you will be able to look at a CV or linkedin profile and judge the CTC of that person based on your experience
- HR Tech - you will get to learn and work on the latest and coolest automation solutions using AI, ML etc available for the HR community

Compensation: Rs. 15,000 per month fixed. Variable bonus of Rs. 2000 per successful closure. See [this document](#) for detailed compensation terms

Selection Process: Psychometric tests, followed by 3 mock recruitment calls and 2 HR interviews.