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*We create a better world by helping companies become great workplaces.*

## ABOUT THE ORGANIZATION

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Great Place To Work® Institute is a global management research and consulting firm dedicated at enabling organisations achieve business objectives by building better workplaces. At Great Place to Work® Institute, we've spent 25 years tracking great workplaces and learning from their successes.

By surveying millions of employees and studying thousands of businesses, we've created a model for building performance based on trust. It's our contribution to a global shift in businesses that is changing the way the world works.

Our data show that building workplace trust is the best investment any company can make, leading to better recruitment, lower turnover, greater innovation, higher productivity, more loyal customers and higher profits.

Our model provides specific, actionable steps to get organizations there. While clients are the ones to lead their organization on this journey, we provide steady guidance from one of our 58 offices around the world.

Companies of all sizes look to us for our assessment tools, trainings, advisory services, conferences and workshops. The world looks to us to identify the best workplaces through our renowned lists produced by our best workplaces study teams. It's all part of our passion to create a better world by helping organisations become great workplaces.

# POSITION: Recruitment Specialist - Analyst

*Location: Mumbai*

<b>Role</b>	Analyst
<b>Basic Qualifications</b>	Fresh Graduates - B.Com/BMS/BA
<b>Required Experience</b>	0-1 year of work experience
<b>Salary</b>	At par with industry standards
<b>Required Competencies</b>	<ul style="list-style-type: none"> <li>• MS Office - Power point, Excel (should have good knowledge of basic excel formulas and ability to create basic reports from data, should be able to create presentations using graphs and smart art)</li> <li>• Ability to multitask</li> <li>• Communication skills</li> <li>• Continuous improvement mindset, confident and proactive</li> <li>• Strong analytical skills with the ability to collect, organise, analyse, and disseminate significant amounts of information with attention to detail and accuracy</li> <li>• Good practical understanding of technology and its application</li> <li>• Strong planning and time management skills, eye for detail</li> <li>• Relationship building skills</li> </ul>
<b>Role and Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Execute current recruiting plans</li> <li>• Work with hiring managers to create job descriptions</li> <li>• Screen applicants to evaluate if they meet the position requirements &amp; culture fitment</li> <li>• Coordinate with recruiting agencies for relevant candidates</li> <li>• Network through industry contacts, social media and employees</li> <li>• Coordinate and implement campus recruitment initiatives</li> <li>• Focus to aim for least time-to-hire and conversion time</li> <li>• Conduct regular follow-up with hiring managers to determine the effectiveness of recruiting plans and implementation</li> <li>• Develop a pool of qualified candidates in advance of need</li> <li>• Research and recommend new sources for active and passive candidate recruiting</li> </ul>	

## WHY SHOULD YOU APPLY?

- You will be joining our mission to help numerous organizations transform their workplaces and thereby impact industry and society
- You will get the opportunity to learn continuously from the best employers globally
- You will have the opportunity to write articles, address seminars and be known as a thought leader
- You will be a part of a team that passionately believes in and tries to practice the great workplace values of Trust (Credibility, Respect & Fairness), Pride and Camaraderie
- You will get an opportunity to build your individual brand by getting exposed to networks with the CXOs and Head HRs of the best workplaces in India
- You will get to experience a unique and sought-after business model in this space

## HOW TO APPLY?

Please reach out to us: [in\\_careers@greatplacetowork.com](mailto:in_careers@greatplacetowork.com)

To read more about us: <https://www.greatplacetowork.in/>