

## Notice for Placement

Company Name:- **HR Anexi**

Position:- **Associate Consultant / Consultant**

Company Website:- [www.hranexi.com](http://www.hranexi.com)

Work Location:- **Andheri (W), Mumbai**

### **Company Background / About Company:**

We are HR Anexi, a strategic human capital consulting organization with a complete array of capabilities in talent acquisition, talent assessment, organization development, employee engagement, HR outsourcing, research and survey. @ HR Anexi, we believe people are not just the biggest assets for any organization, they are the very asset creators!

Established in 2007 by industry professionals from rich and diverse business backgrounds, HR Anexi has extensive experience in helping organizations attract, build and retain their top talent.

We invite you to the world of HR Anexi :

Here are some questions that you can try answering or asking...

Do you recruit or ACQUIRE Talent?

Do you invest time screening or SOURCING profiles?

Do you match the JD with the candidate or Vice Versa?

How much investment is the organisation making in WRONG hires YOY?

How many man hours are the organisation leaders investing in meeting INFINITE candidates?

Hiring on "Gut feel" or Acquiring talent with subject matter expertise?

We bring expertise in Talent acquisition through scientific processes. We add smiles and thought leadership to our clients critical needs. We are looking at more like minded professionals in the Human Resource function who will add a zing of strategy, enjoy the adventure between recruitment and talent acquisition, Work with MNCs, FRBs and SMEs, think out of the box to value add on assignments. Get a pulse of varied industries, Mature in approach, Eye for detail, Zest to innovate with the growing demands of engaging work forces, connecting with senior professionals to assist them in exploring better opportunities with client partners...all of it under one roof ....HR Anexi.

A mix of Age, Talent and Expertise makes us an organisation vibrant and full of vigour. Successful organizations create a culture of engagement by empowering their employees, and forming meaningful communities around achieving objectives that drive and power businesses.

Every activity we undertake or recommend to our clients is underpinned with our resolve of **“Powering Organizations. Empowering People.”**

### **Job Profile / Responsibilities:**

- Conduct proper research on client business, industry, product and services, competition, culture, etc. to ensure that complete information is available about the client before start of the actual project
- Market Mapping of Talent according to client requirement
- Screening and Short-listing profiles and engaging with first connect for preliminary due diligence
- Identifying potential candidates matching “Ideal candidature” for the requisition
- Primary tasks include sourcing, pre-screening, first connect, due-diligence-qualifying candidature, presenting (internal / external), interview process coordination, Selection process documentation, reference check, Hand holding until joining and Final invoicing
- Candidate Evaluations - Communication check, Competence Vs Role, Achievements, Strategic Thinking, Planning/ Research orientation, Ability to Think out of the box, Current and Expected compensation, education, notice period and most important interest to explore the New Opportunity
- Briefing the candidate about the prospective organisation, Role, and Growth path
- Presenting resume to the client and initiating the interview process
- Coordinating the interview process, being updated on feedback from both Client & Candidate
- Handholding candidate through the Talent acquisition journey
- Invoicing & Collection
- Generating Revenue – Achieving Targets Monthly/ Quarterly and Yearly
- Following internal processes
  - Generate Monthly MIS reports
  - Client Information Records
  - Client Search Specification Records
  - Candidate Information Records
  - Position Trackers / Mandate Records

- Fortnightly Progress Dashboard – Achievement Vs Target
- Relationship Management & Brand Building
  - Enhancing Relationship with Existing Clients and Re-Engineering Business
  - New Business Development - Initiating Mailers, Pitching services pertaining to HR solutions, Upsell , Cross sell solutions
- Self-Development
  - Upgrade Self on new industry Trends

**Key Skills:** Head hunting, research, mapping, number crunching, timeline conscious, project management,

**Required Qualification:** Graduation + DMK / DHRM

**Experience:** 2 – 5 years

**Other / Special Requirements:** Communication skills, Negotiation Skills, Abreast with new technologies (AI, CTS)

**Remuneration:** Shall be decided according to their years of experience, current CTC and industry standards.

**Interested Candidates can send their resume on below mention email id at the earliest:-**

Contact Person: - Mayuri Ghodke

Email id: - [mayuri.ghodke@hranexi.com](mailto:mayuri.ghodke@hranexi.com)

Contact no: - 022 - 67401000 / 67401055

**Corporate Office:** Andheri (W), Mumbai