

TATA TRUSTS

Role Details		
1.	Role	Manager, Talent Acquisition
2.	Function	Human Resources
3.	Location	Mumbai
4.	Nature of Employment	On-rolls
5.	Reporting to	Corporate HR

Role Overview:
The Manager, Talent Acquisition, will lead end-to-end recruitment for the organization, driving innovative strategies to attract top talent and align hiring practices with organizational goals. This role oversees the full recruitment lifecycle, ensures timely and high-quality hires, and partners with leadership to deliver a seamless, inclusive, and data-driven recruitment process. The incumbent will continuously improve processes, leverage technology, and champion a culture of excellence to build a strong and diverse workforce.

Key Responsibilities:	
1.	Design and execute innovative recruiting strategies to attract top talent across all functions.
2.	Align recruitment practices with organization goals and workforce plans.
3.	Champion and accelerate a culture of excellence in which people feel engaged and inspired to deliver results.
4.	Oversee the full recruitment lifecycle, from sourcing to onboarding, across all roles and positions.
5.	Manage multiple searches simultaneously and ensure timely delivery of hires
6.	Continuously improve recruitment processes to enhance efficiency, reduce time-to-hire, and improve the quality of hire.
7.	Leverage technology, tools, and platforms to enhance recruitment efficiency
8.	Partner with department heads, HR, and leadership to understand hiring needs, develop job descriptions, and drive a collaborative recruitment process.
9.	Build relationships with internal and external stakeholders to ensure alignment and delivery of recruitment goals.
10.	Track, analyze, and report key recruitment metrics to leadership, including time-to-fill, cost-per-hire, and quality of hire
11.	Use data-driven insights to make informed decisions and improve recruitment practices.
12.	Develop and implement strategies to attract a diverse workforce and promote inclusive hiring practices.

Stakeholders	
Relationship (within organization)	CEO, Function Heads, Thematic Heads, Internal Teams
Relationship (outside organization)	Search Partners, Candidates, Campus engagements

Skills & Competencies:
• Solution-oriented
• Persuasion and influencing skills
• Strategic and conceptual thinker
• Result-oriented
• Strong analytical skills
• Adaptability & ability to manage change
• Stakeholder and people management skills
• Effective communication (verbal and written) and presentation skills.

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Essential Qualification & Experience:
<ul style="list-style-type: none">• Minimum of 10 years of experience in Talent Acquisition role. Work experience in the philanthropic sector would be desirable.
<ul style="list-style-type: none">• MBA/ post-graduate degree in Human Resource or equivalent from a reputed institute.