

## **Job Description**

**Job Title:** Sr.HR Executive - Recruitment & HR Operations Lead

**Location:** Mangalore

**Overview:** We are seeking a highly accountable, result-driven, and disciplined Senior Human Resource Executive to lead and take complete ownership of the organization's recruitment and HR executive operations.

This is not a routine 9–5 execution role. This position demands leadership maturity, operational control, strong follow-up, and the ability to manage and drive an HR team with clear accountability. The selected candidate will be responsible for overseeing end-to-end recruitment activities, supervising HR Executives, ensuring process compliance, and reporting directly to the HR Manager.

Only candidates with strong ownership mindset, diplomatic leadership skills, and the ability to manage teams effectively should apply.

### **Key Responsibilities:**

#### **1. Recruitment Ownership & Talent Acquisition Leadership**

- Take full responsibility for the overall recruitment function.
- Manage end-to-end recruitment lifecycle: sourcing, screening, interviewing, selection, onboarding, and exit coordination.
- Review, refine, and approve job descriptions prepared by HR Executives before submission to the HR Manager.
- Obtain necessary managerial approvals before final implementation.
- Ensure quality candidate pipeline development aligned with business needs.
- Advertise job openings across the company careers page, job boards, and internal platforms.
- Participate in recruitment drives, job fairs, and campus hiring initiatives.
- Monitor and ensure achievement of recruitment targets and hiring timelines.
- Maintain strong coordination with hiring managers for timely closures.

#### **2. HR Executive Team Management & Supervision**

- Assign daily, weekly, and monthly targets to HR Executives.
- Monitor and track each assigned task without exception.
- Conduct structured review meetings with HR Executives.
- Provide detailed performance reports and updates to the HR Manager.
- Oversee the quality of sourcing, screening, coordination, and documentation performed by the team.
- Act as the first escalation point for team queries and operational challenges.
- Ensure accountability, discipline, and professional conduct within the HR team.
- Take complete responsibility for team output and performance gaps.

### **3. Performance Tracking & Reporting**

- Track recruitment KPIs including:
  - Time-to-fill
  - Time-to-hire
  - Source of hire
  - Offer acceptance ratio
  - Closure ratios
- Analyze HR metrics and submit structured reports to the HR Manager.
- Identify inefficiencies and implement corrective measures.
- Follow up consistently on every assigned responsibility until closure.

### **4. Training, Mentoring & Professional Development**

- Conduct weekly training sessions for HR Executives on:
  - Professional communication
  - Behavioral standards
  - Candidate engagement
  - Interview etiquette
  - Professionalism in recruitment operations
- Mentor team members to improve performance standards.
- Identify improvement areas and enforce corrective action.
- Drive continuous improvement initiatives within the HR team.

### **5. HR Operations, Compliance & Documentation**

- Oversee onboarding and offboarding processes.
- Ensure thorough documentation checks and compliance adherence.
- Maintain accuracy of employee records and HR databases.
- Follow up rigorously on background verification processes with third-party vendors.
- Assist in developing and strengthening HR policies and best practices.
- Ensure strict process discipline across all HR activities.

### **6. Employee Engagement & Process Improvement**

- Lead employee engagement initiatives and team-building activities.
- Propose and implement strategic ideas to improve HR team efficiency.
- Take ownership of improving recruitment quality and process turnaround time.
- Demonstrate proactive problem-solving and structured decision-making.

### **Work Model & Commitment Expectations:**

- This is not a fixed 9-to-5 role.
- Must be flexible to work across varying time zones based on hiring requirements.
- Willing to extend working hours during peak recruitment cycles.
- Outcome-driven mindset with strong follow-up discipline.
- Availability and responsiveness are critical for this role.
- Ownership of results is mandatory.

### **Required Qualifications:**

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Strong understanding of the complete HR lifecycle.
- Proven experience in managing recruitment and supervising HR team members.
- Strong verbal and written communication skills.
- Ability to manage recruitment activities independently while leading a team.

### **Desired Skills:**

- Strong team management and leadership capability.
- High level of professionalism and diplomacy.
- Detail-oriented with strong execution discipline.
- Excellent stakeholder and candidate engagement skills.
- Strong analytical ability to interpret HR metrics.
- Proactive and solution-focused mindset.
- Strong follow-up culture and accountability orientation.
- Positive attitude with high ownership behavior.

### **Preferred Experience:**

- Experience in leading HR Executives or recruitment teams.
- Exposure to IT/technology hiring environments is an advantage.
- Familiarity with recruitment dashboards and reporting systems.
- Experience handling high-volume or multi-location hiring.

**Package:** As per company standards

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