



Job Description: Sr. Recruiter

About Enabling Leadership

We have a mission to change the world and we're looking for like-minded individuals to join us! At Enabling Leadership, we believe that creating a different generation of "leaders" is the solution to most of the complex global challenges we face today.

Our unique programs, "EL - Create" (music), "EL - Play" (football) and EL- Build (Lego) are designed to equip children, especially those who are economically and educationally marginalized, to rewrite the definition of being "successful". It is essential to redefine this in terms of people who take responsibility for their own individual, and our shared, combined futures. Our young "leaders" demonstrate and embody these values, principles, behaviours, choices and actions, recognizing that in order for me to win, everyone must win.

Every child can, and should be a leader – a role model, a global citizen and a positive contributor – it is critical for every individual to be this kind of a leader, and not just a handful of people. Now, more than ever, children need to recognize that we live in a shared world and we must learn to collaborate, think creatively and inspire positive action. Learn more at www.enablingleadership.org

Working at Enabling Leadership

As a culture-first organization, we are looking for individuals who embody the values and behaviours we work tirelessly to teach our students every day. Our teams have the opportunity to work with a diverse set of stakeholders including children, parents, school communities, sportspersons, musicians, artists, volunteers, nonprofits, media and educational institutions, and corporates amongst others. We look for individuals who pride themselves on high performance and productivity, whilst also prioritizing individual wellbeing (we don't limit sick leave days, we believe every employee's health comes first!). Our staff design and manage their own schedules, choose where to work from (no cubicles!), and have a dynamic leadership team to work with. Our priority is to develop passionate, responsible, creative and accountable employees, championing our values in today's world.

Function:

Sr. HR Recruiter will be responsible for managing the full-cycle recruitment process & supporting the HR operations. This role combines talent acquisition with essential HR administration. This role is ideal for someone who has expertise in sourcing, selecting & onboarding new hires into the organisation. Is eager to learn and grow in various HR functions such as Compensation & Benefits, Learning & Development, HR Ops etc



**Roles & responsibilities:**

- Develop & implement effective recruitment strategies to attract top talent for various roles.
- Manage the end-to-end recruitment process, including job postings, candidate screening, interviewing, coordinating with panels & candidates throughout the interview process & offer negotiations.
- Focus on building strong relationships with hiring managers and other key stakeholders to ensure a smooth and successful recruitment process including validation of Job descriptions, while also managing expectations and addressing concerns.
- Build & maintain relationships with potential candidates, recruitment agencies & industry networks to be fully aware of the market norms and practices.
- Focusing on data analytics, maintain various HR reports including but not limited to recruitment statistics, turnover & employee satisfaction surveys etc. Share the findings of these reports with Head of HR in timely manner to take corrective actions as necessary
- Support day-to-day HR operations, ensuring efficient handling of employee records, and other routine HR activities addressing the queries of employees as needed.

Education and Skill Requirements

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- 5-8 years of experience in Recruitment. Experience in HR Operations is a bonus
- Proficient with the usage of leading job boards and search techniques
- Proficient in Microsoft Office (Outlook, Word, Excel, and PowerPoint), Google Drive and G Suite, Adobe Acrobat.
- Excellent communication & interpersonal skills
- Good analytical skills with the ability to draw inferences
- Multitasking, disciplined, ability to handle pressure along with quick TAT and adherence to deadlines is an absolute must to succeed in this role
- Familiarity with HR software is a plus (e.g., Zoho)

Attributes

- Interpersonal skills: Ability to build relationships with stakeholders, including potential candidates, hiring managers, staff, and HR team members
- Self-driven: Takes the initiative, and demonstrates proactive approach towards daily operations
- Problem-solver: Views the existing processes with a fresh perspective and proposes solutions keeping in mind the principle of "making things better & simpler"
- Forward-thinker: Actively keeps themselves aware of the hiring best practices in the market

Salary: As per market standards, based on experience.

Enabling Leadership is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, colour, national origin, gender, gender identity, sexual orientation, age, among other things, or status as a qualified individual with disability.

To apply, please email your CV to careers@enablingleadership.org

