

Team Lead - Talent Acquisition

Infomate (Pvt) Limited is a fully owned subsidiary of John Keells Group and provides outsourced Accounting & Payroll Services to the companies within the John Keells Group and other local and foreign clients.

Job Responsibilities

- Develop and implement a comprehensive recruitment and selection strategy that aligns with the company's overall business objectives.
- Work collaboratively with hiring managers across departments to thoroughly understand their specific hiring requirements and ensure a seamless and aligned recruitment process.
- Ensure the efficient and timely recruitment of qualified candidates in accordance with established SLAs.
- Cultivate and manage relationships with key external stakeholders, including universities, colleges, professional bodies, sourcing partners, and headhunters, to build robust and sustainable talent pipelines.
- Provide guidance and support to the recruitment team in utilizing a variety of sourcing channels, such as job boards, social media platforms, employee referrals, and direct sourcing techniques.
- Maintain accurate and up-to-date records within the recruitment tracker to ensure data integrity and facilitate effective reporting.
- Continuously monitor market trends and analyze talent supply-demand dynamics to inform recruitment strategies and maintain a competitive edge.
- Collaborate with the HR Manager to provide valuable insights for employee retention by proactively building rapport with new hires following their onboarding.

Person Specifications

- 5+ years of progressive experience in talent acquisition with a strong understanding of recruitment best practices.
- Bachelor's degree in HRM or a relevant field, or a full or part professional qualification in HRM. An MBA would be an added advantage.
- Demonstrated success in ensuring the efficient and timely recruitment of qualified candidates in accordance with established SLAs.
- Excellent knowledge of various sourcing methodologies and channels.
- Experience with applicant tracking systems (ATS) and other recruitment technologies.
- Excellent communication, interpersonal, and presentation skills, with the ability to collaborate effectively with hiring managers.
- Experience or familiarity with employer branding activities and a willingness to contribute to special talent attraction initiatives.

If you're interested, please send your resume to careers.infomate@keells.com. Please state the position you're interested, in the subject line of your email.

InfoMate (Pvt) Limited

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