

CBM India Trust

Position Profile

CBM India Trust is committed to improving the quality of life of people with disabilities. CBM India addresses disability as a cause and consequence of poverty in the most disadvantaged communities of the world. We work in partnership with local, national, and international actors with the aim of creating a more equal society for all. Our vision is to have an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

Position: HR Recruiter- Retail Recruitment

Location: Bangalore

Reporting To: Recruitment Lead

Objective:

The **HR Recruiter** will be responsible for delivering end-to-end recruitment services, supporting onboarding processes, and providing hiring support to the Human Resources Department. The role involves sourcing, screening, evaluating, and coordinating the hiring of candidates in alignment with CBM India Trust's values and inclusive employment policy.

Responsibilities:

1. End-to-End Recruitment

- Receive hiring requests from managers and understand detailed role specifications.
- Promote job openings via online platforms, job boards, social networks, and recruitment agencies.
- Actively source candidates through LinkedIn, resume databases, and networking channels.
- Screen resumes and shortlist candidates based on job fit and alignment with CBM India Trust's values.
- Reach out to a wide talent pool to ensure diverse and qualified applicants.
- Conduct initial screening interviews and candidate assessments, including tests or trial tasks.
- Coordinate interviews with hiring managers and support timely feedback cycles.
- Prepare and issue offer letters, and support salary/role negotiations where necessary.
- Ensure timely and efficient closures of recruitment assignments across levels.
- Support recruitment of volunteers, interns, trainees, and consultants as needed.

2. Candidate Experience

- Maintain consistent and professional communication with candidates throughout the process.
- Evaluate candidates not only on skills but also on alignment with CBM India Trust's culture and mission.
- Facilitate reference checks, onboarding logistics, and induction planning to ensure smooth onboarding experience.

3. Talent Pipeline Development

- Build and maintain long-term relationships with universities, agencies, and professional associations.
- Attend job fairs and external hiring events to build pipeline of talent.

Additional Responsibilities of the Consultant

- Demonstrate a strong commitment to CBM India Trust's core values, policies, and ethical guidelines in all aspects of work.
- Ensure that all recruitment activities align with CBM India Trust's Inclusive Employment Policy, code of conduct, and organizational standards.
- Maintain strict confidentiality and integrity in handling candidate information and recruitment-related data.
- Adhere to personal data protection and privacy regulations, ensuring compliance at all stages of the recruitment process.
- Submit timely and accurate reports in the prescribed format, following CBM's reporting protocols.
- Exhibit flexibility in responding to dynamic work demands and recruitment priorities.
- Display cultural awareness and sensitivity when engaging with candidates, colleagues, and stakeholders.
- Perform all responsibilities with professionalism, discretion, and a commitment to confidentiality.

Skills and Qualifications:

- **Talent Acquisition Expertise:** Proven experience in interviewing, talent assessment, job analysis, and recruitment coordination.
- **Eye for Talent:** Ability to identify high-potential candidates who align with role expectations and organizational culture.
- **Strong Communication:** Excellent verbal and written communication skills; confident in interacting with candidates and internal stakeholders.

- **Attention to Detail:** Accuracy in resume screening, documentation, and process adherence.
- **Time Management:** Ability to manage multiple hiring processes and meet deadlines in a fast-paced environment.
- **Tech Proficiency:** Hands-on experience with applicant tracking systems (ATS), recruitment platforms, and HR tools.
- **Employer Branding & Marketing:** Minimum 2 years of experience with employer branding initiatives and recruitment marketing strategies.
- **Resume Screening Efficiency:** Comfortable reviewing large volumes of resumes and identifying qualified candidates efficiently.
- **Negotiation & Networking:** Skilled in salary discussions and building professional networks for long-term talent sourcing.
- **Educational Background:** Specialization in Human Resources, Business Administration, or a related field will be preferred.

Other requirements

The future job holder is expected to adhere to CBM India's policies and procedures, commit to CBM India's Child Safeguarding Policy and Code of Conduct, and follow CBM India's safety & security protocols.

CBM India encourages persons with disabilities and women to explore this important opportunity. Share your profiles to jobs@cbmindia.org