Job Role: Admin & Talent Acquisition Manager

Job Summary:

We are seeking a dynamic and proactive **Admin & Talent Acquisition Manager** to manage day-to-day administrative operations while leading end-to-end recruitment efforts in the CHCC department. This dual-role position requires a well-organized, detail-oriented individual with strong interpersonal skills and the ability to juggle multiple responsibilities efficiently.

Key Responsibilities:

Recruitment Responsibilities (60%)

- Partner with department heads to understand hiring needs and develop role-specific job descriptions.
- Manage the complete recruitment lifecycle: sourcing, screening, interviewing, shortlisting, and onboarding.
- Post job openings across platforms (LinkedIn, Naukri, etc.) and maintain talent pipelines
- Organize interview schedules, feedback loops, and candidate communication.
- Set up and maintain an Applicant Tracking System and recruitment dashboards for regular updates.

Administrative Responsibilities (40%)

- Oversee office administration, including facility management, inventory, housekeeping, and vendor coordination.
- Manage office supplies, assets, courier, travel, and logistics support.
- Maintain records of attendance, leaves, and basic HR compliance documents.
- Understanding of GFR compliance requirements concerning purchase, tendering, consulting, etc.
- Support onboarding logistics, including workstations, email IDs, ID cards, and welcome kits.
- Responsible for establishing and overseeing the end-to-end process of third-party supplier selection, onboarding, compliance, and payment to ensure efficiency, cost-effectiveness, and adherence to organizational policies.
- Ensure smooth functioning of office infrastructure and adherence to safety protocols.

Qualifications and Skills:

- Minimum Bachelor's degree in HR, Business Administration, or related field (MBA preferred) or relevant experience. Minimum experience required is 8years - 12 years
- 6-10 years of experience in administrative operations and recruitment.
- Excellent organizational, multitasking, and time management skills.
- Strong communication and stakeholder management skills.
- Proficient in MS Office, Google Workspace, and familiar with HRMS/ATS tools.
- Ability to work independently and handle sensitive information with discretion.

Salary and Duration:

The salary will be in the range of 15-20 lakhs per year based on the candidate's qualifications and experience. The duration of the job will be equal to the duration of the project and co-terminus with the project. The position is contractual and project-based. Currently the project duration is till July 31st July 2026. This is a full time role.

Location: The candidate chosen for this role will be based in Delhi-NCR.

How to Apply:

Please send your C.V. to **chcc@iiitd.ac.in**. Additionally, please include a cover letter explaining your qualifications and experience, if any. The last date for application is **21/08/2025,** however, applications will be processed and received and people will be asked to join as soon as possible.