Recruitment Manager

**JOB TYPE**  Full Time

**LOCATION**  Bangalore, India

**WHO WE ARE**

Noora Health’s mission is to improve outcomes and save lives of patients by empowering family caregivers with the skills they need to care for their loved ones.

Noora turns hospital hallways and waiting rooms into classrooms by tapping into the most compassionate resources available for the patient’s care - the patient’s own family - turning these worried family members into skilled caregivers. The Care Companion Program (CCP) is currently implemented at more than 150 government hospitals across India and Bangladesh and over 1,000,000 patients and family members have been trained by the CCP. Research on the program has found improved health behavior uptake, decrease in post-surgical complication rates, and decrease in newborn complications/readmissions. Noora’s COVID-19 response has reached more than 15 million people.

Noora Health was launched out of Stanford University in 2014, and has been supported by many large philanthropic foundations including Mulago, Draper Richards Kaplan, Echoing Green, Ashoka, Medtronic and Jasmine among others. For more information:

1) [2020 Annual Report](#)
2) [Q1 2021 Report](#)
3) [Introductory Deck](#)
4) Website - [noorahealth.org](http://noorahealth.org)
5) COVID-19 Resources - [noorahealthcovid19.org](http://noorahealthcovid19.org)

At Noora Health, we value diversity. Diversity includes but is not limited to
gender identity, caste, religious practice, sexual orientation, ability, among many others. We encourage people from all backgrounds to apply for positions at Noora Health

**JOB DESCRIPTION**

As a recruiting manager you will be expected to manage end to end recruitment, strategy, implementation, and own ongoing recruitment initiatives. In some cases, you will be required to work independently and in others, jointly with recruiters and oversee the sourcing, interviewing and hiring processes of employees.

**EXPECTATIONS**

**Sourcing & Screening:**

- Crafting an accurate and detailed job description to attract the best candidate
- Ensure the company is building successful channels for attracting, assessing, and selecting the highest quality candidates in the most efficient manner
- Develop creative approaches for identifying and recruiting high quality candidates, including implementing strategies that broaden the pool of diversity talent
- Hiring Tools/Techniques

**Recruiting Strategy:**

- Identify and implement strategies for recruiting both active and passive candidates across the team.
- Provide overall direction and management for recruiting strategy, guidelines and procedures concerning best practices.
- Work in concert with the business leaders and hiring managers to lead strategic talent acquisition discussions leveraging hiring forecasts and trends to provide a deep understanding of existing and future talent needs.
- Develop a data driven approach, utilizing analytics to provide insight and decision support.
- Thoroughly understand and factor internal talent landscape to identify and evaluate best candidates for talent needs.
- Ensure positive candidate and hiring manager experience.
MUST-HAVES

● A minimum of 5 years experience in recruitment and knowledge of innovative sourcing tools both domestic and international hiring
● Results driven and self-motivated with passion to meet and exceed objectives
● Ability to proactively analyze and identify issues and engage the right stakeholders to resolve
● Process and detail orientated with an analytical mindset
● Service driven approach to recruitment

EDUCATION

● A bachelor's degree in Human Resources, Organizational Psychology or a related field is required.
● Master’s in HR (but not a required if you have significant experience)

EXPECTATIONS | NICE TO HAVE

● Experience as a Recruiting Manager, or Recruitment Consultant
● Experience in screening and interviewing job applicants
● Strong leadership and team management skills
● Ability to make sound decisions quickly and efficiently
● Experience with the use of applicant tracking software and HR databases
● Knowledge of social media and professional networks
● Able to communicate effectively, both verbally and in writing
● Ability to prioritize and manage time efficiently

HOW TO APPLY

Email the following materials with the subject line Recruitment Manager to

2443 Fillmore St, #380-3203, San Francisco, CA 94115 | info@noorahealth.org
people@noorahealth.org

- A one-page cover letter describing your interest in the position and background
- An updated resume, which includes languages spoken and relevant experiences