



## Candidate Relationship Management (CRM)

Are you a Talent professional who likes to meet candidates and provide them an outstanding experience during their interviews? Have you ever thought of being a brand ambassador of a firm?

### Work you'll do

You shall work in an environment that is always on the move. This team is the front line in providing the outside world the experience of the Deloitte brand. You will work closely with our recruiters, candidates, and businesses. Elements of your daily routine will include:

- Works hand-in-hand with the recruiters to facilitate the experienced hire recruiting process.
- Interacts directly with recruiters, candidates, hiring managers and interviewers in coordinating and scheduling all phases of the interview process.
- The position supports the recruiting team organized by Business, Business Area, Business Line and Industry.
- Invite candidates and confirm their availability for interviews as per the SLA.
- Coordinate with the candidate and client service practitioner to set up interviews either through telephone or video conference or face to face.
- Utilize effective communication and follow-through while acting as a dependable point of contact for candidates and hiring managers.
- Update Applicant Tracking System (RMS or Success-Factors) on a timely basis until complete interview process is complete to ensure compliance.
- Maintain candidate details in trackers.
- Generate ad hoc recruiting reports through tools to track candidate status.
- Upload all the candidate documents on SFDC tool after renaming them according to the naming convention.
- Continue to own the candidate throughout the hiring process.
- Any other task assigned in consensus with the respective lead.
- Shift Timings - 6:00 PM - 3:00 AM IST or 9:00 PM - 6:00 AM IST depending on business needs

### The team

At Deloitte, our CRM team is part of the Acquisition and Mobility team under Core Talent Services group. It provides support to the lateral hiring across all functions of the US-India offices and work hand in hand with our Talent COE in managing end-to-end activities for a candidate from interview to onboarding.

### Qualifications

#### Required

- Experience of 6 months -2 years in HR coordination role
- Graduate in any stream
- Hands-on experience on Applicant Tracking Systems (Taleo/RMS, SAP, etc.)
- Ability to communicate effectively (both verbal & written)
- Sound knowledge of MS Products such as Excel, Power-point, Access, Word, and Outlook
- Ability to work effectively in a dynamic, fast-paced, multi-tasking environment
- Strong competency in core professional skills, especially: attention to detail, responsiveness, follow through, flexibility, and initiative
- Ability to manage confidential information appropriately and professionally•Ability to communicate effectively verbally and in writing
- Strong interpersonal skills and the ability to interact with individuals at all levels of the firm.

#### Preferred

- Experience in working with large multinationals
- Experience of 0.5 - 2 years in Interview Coordination role
- Hands-on experience on Applicant Tracking Systems (TALEO/RMS, SAP, etc.)



### **How you'll grow**

At Deloitte, we've invested a great deal to create a rich environment in which our professionals can grow. We want all our people to develop in their own way, playing to their own strengths as they hone their leadership skills. And, as a part of our efforts, we provide our professionals with a variety of learning and networking opportunities—including exposure to leaders, sponsors, coaches, and challenging assignments—to help accelerate their careers along the way. No two people learn in exactly the same way. So, we provide a range of resources including live classrooms, team-based learning, and eLearning. Deloitte University (DU): The Leadership Center in India, our state-of-the-art, world-class learning center in the Hyderabad offices is an extension of the DU in Westlake, Texas, and represents a tangible symbol of our commitment to our people's growth and development. Explore DU: The Leadership Center in India

### **Benefits**

At Deloitte, we know that great people make a great organization. We value our people and offer employees a broad range of benefits. [Learn more about what working at Deloitte can mean for you.](#)

### **Deloitte's culture**

Our positive and supportive culture encourages our people to do their best work every day. We celebrate individuals by recognizing their uniqueness and offering them the flexibility to make daily choices that can help them to be healthy, centered, confident, and aware. We offer well-being programs and are continuously looking for new ways to maintain a culture that is inclusive, invites authenticity, leverages our diversity, and where our people excel and lead healthy, happy lives. [Learn more about Life at Deloitte.](#)

### **Corporate citizenship**

Deloitte is led by a purpose: to make an impact that matters. This purpose defines who we are and extends to relationships with our clients, our people, and our communities. We believe that business has the power to inspire and transform. We focus on education, giving, skill-based volunteerism, and leadership to help drive positive social impact in our communities. [Learn more about Deloitte's impact on the world](#)