Job Description

I. Key Specifications

Position -	**Consultant / Senior Consultant**	**Unit –**	**TMI Network**
Reports to -	**Team Leader / Manager**	**Department -**	**NCare(Non-IT Careers)**
Reportees -		**Location -**	**Mumbai**

II. Overall Purpose of the Position

Talent Consulting for our multi varied clients, both Indian companies and MNCs. Our clients are spread across industry verticals and we service both generic and niche verticals.

III. Job Profile

1. **The Consultant would be reporting to the Team Leader / Manager and working in teams, handling multi varied client requirements.**
2. **This job requires an individual to be multi-tasking, working with multiple requirements of a single client or single requirements of multiple clients concurrently.**
   - **2.1 Interaction with clients and candidates to bring the right perspective in talent sourcing and fitment**
   - **2.2 High energy levels required. Should excite himself without any help and also excite people around**
   - **2.3 You must smile and make others smile with you**
   - **2.4 Should be relationship oriented and not just have a transaction based approach**
   - **2.5 Sourcing Profiles through multiple channels like Head Hunting, Referrals, social networking and other media**

IV. Candidate Profile

Candidates who are extroverts, result driven, computer savvy and want to pursue a career in talent consulting should apply.

Key Competencies

- **Should be a self starter with excellent communication skills, both written and spoken**
- **Working knowledge of a documentation software like MS Office & Open Office**
- **Strong networking and interpersonal skills**
- **Process and Result oriented approach**
- **Should be an excellent team player and love to learn and grow on the job**

Educational Qualifications

Any graduate. MBAs would be preferred

Work Experience

Candidates with 0 – 4 Years of relevant experience in Corporate Sales / Recruitment / Business Development / Marketing / Customer Service from varied industry spectra.

We are looking for well groomed people who have the right and positive attitude more than anything else. Someone who is learning oriented and willing to learn and unlearn at the same time usually adapt well to our organisation.