



PROCESS ASSOCIATE (TALENT MANAGEMENT)

CHENNAI, INDIA

Who are we?

Acolyte is an entrepreneurial professional services firm that blends technology with robust insight to empower organisations who want to access talent directly. While our heritage is from world leading technology, legal, finance, strategy & staffing consultancies, our culture is dynamic, innovative and fun. By keeping creative thinking at the heart of our business and never settling for 'good enough', our people continue to challenge traditional recruitment models and help our clients drive the talent agenda.

Acolyte is revolutionising how clients access and use data through an innovative talent intelligence platform. Acolyte uses big data, analytics and human experience to give its clients a unique perspective on their talent landscape.

You can be a part of a genuinely exciting disruptor to a traditional industry and be at the cutting edge of the development of a new era in recruitment. Within this model you will have great opportunities to learn and expand your skill set.

Working at Acolyte

By keeping creative thinking at the heart of our business and never settling for 'good enough', we've continued to challenge the traditional recruitment model. If you share our forward-thinking ethos, you'll find plenty of opportunities to grow here and will have great opportunities to learn and expand your skill set.

Acolyte is an entrepreneurial business and life here is always exciting. This is the perfect opportunity for someone who is confident, articulate and is inspired by working with a great team in a fast-paced, dynamic environment.

The Role

We are looking for a keen individual with strong administration skills to join the Talent Management team. This role will provide support to the team along with having ownership of ongoing projects.

We are looking for someone who can work from 9AM TO 5:30PM UK time to service UK clients and work with the wider team.

You will be a motivated and determined individual, with an eye for attention to detail. Equally important is your intellect, willingness to learn and ability to build relationships, while always making a positive impact with our clients and each other.

Acolyte is boutique organisation and you will work closely with the wider talent management team, along with interactions with the UK office and other teams within Chennai.



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Key role requirements include:

- Ensuring the data in the CRM system is accurate
- Collating data to enable the TMT Manager to analyse
- Downloading job applications
- Responding to candidate queries
- Assist with formatting of CVs
- Assisting the team in putting together client ready reports
- Data Management across the Talent Management Process

We are looking for someone who can excel at:

- Managing data (accuracy and completeness)
- Understanding the various requirements and demands
- Demonstrate good skills in Microsoft excel, word and powerpoint
- Demonstrating new efficient ways of working
- Drive to improve and learn through seeking, accepting and adapting to feedback
- Work independently, and be a team player
- Offer flexibility and be able to work with remote teams

Career Opportunities

Opportunities for development are plentiful. Being a young organisation with ambitious growth plans, our structure is adapting and growing constantly, presenting opportunities to learn, develop and grow and make a real difference to our future and of the product.

We speak plainly and openly, and we're not afraid to question a brief or explain our reasoning. We're naturally open to new ideas and ways of working, and we invite feedback on everything we do.

Your colleagues at Acolyte are experienced and friendly people who are always happy to roll up their sleeves and help out where required.

Our Offices

Acolyte embraces our global client base. Our presence in the UK and India means that, for those who want to, there are always opportunities to travel and experience our many different and exciting cultures.

Benefits

We want you to enjoy your time here and be proud to count the people you work with as friends. Our social committees run events and activities to make life at Acolyte fun and rewarding.

As a valued employee, you'll also benefit from: a competitive salary, generous package and a professional environment.

