

### **Job Description – Technical Recruiter/Recruiter**

<b>Title</b>	Technical Recruiter/Recruiter
<b>Work Location</b>	B-41, Sector-63,Noida, Uttar Pradesh
<b>Domain</b>	US Staffing
<b>Education</b>	B.Tech (IT/CS/EC/Biotechnology), MBA/PGDM, B.Pharma/M.Pharma, MCA
<b>Shift Timings</b>	6.30 PM IT – 3.30 AM (EST shift) IT OR 8.30 PM IT – 5.30 AM IT (PST shift) depending on client aligned
<b>Cab Facility</b>	Yes (Pick and Drop)
<b>Meal Facility</b>	Yes (Dinner)
<b>Salary Details</b>	3.60 LPA ( <b>2.70 LPA Gross CTC</b> + 0.90 LPA non-reimbursable company benefits)

**Role Introduction:** Recruitment is a core function of HRM. It is overall process of attracting, shortlisting, selecting and appointing suitable candidates having domain knowledge/experience for jobs within an organization.

**All Recruiters @ US Tech** are responsible for performing job analysis, sourcing, headhunting, screening and selection for open positions with clients. The position requires a high level of analytical and problem solving skills, ability to perform mathematical calculations with accuracy in addition to basic skills like - listening ability, confidence, negotiation, marketing, teamwork, target-orientation, communication skills, multitasking, speed etc.

Depending on the domain specialization, strong domain expertise/in-depth knowledge of core area of study is required to be able to understand complex job roles and pipeline the right talent.

#### **Key Responsibilities**

- Collaborate with hiring teams to build effective sourcing, assessment, and closing approaches with an ability to manage customer expectations through a deep understanding of return on investment.
- Be able to understand how to recruit passive candidates and possess the mentality to "profile people and gauge chemistry of candidates for fit and understand their motivation" rather than sell a role.
- Thoroughly understand and work on the requirements of the client and fulfill them through various sources like job portals, references, headhunting, networking sites
- Responsible to posting jobs on internet job websites and professional networking platforms.



- Build and maintain network of potential candidates through pro-active market research and on-going relationship management; conducts in-depth interviews of potential candidates, demonstrating ability to anticipate hiring manager preferences through high offer-to-interview ratios.
- Recommend ideas and strategies related to recruitment that will contribute to the long-range growth of the company.
- Interview candidates within the framework of the position specification. Possess strong ability to screen, interview, negotiate salaries and prepare an ideal candidate slate within an appropriate and consistent timeline.
- Adhere to quality standards, compliance parameters and guidelines as per US Tech and client policies.
- Excellent communication and interpersonal skills with ability to work independently and multi-task in a fast-paced environment achieving company assigned recruitment objectives.

#### **Desired Candidate/s Profile**

- Knowledge of recruitment process
- We are looking for stable resources who are looking for a long term opportunity
- Should be able to work in a fast paced environment
- Excellent Communication Skills
- Pleasant & Self-Driven Personality
- Quick Learner