

## **Title: Trainee Resourcing**

### **Job Description**

- Candidate will be responsible for staffing new talent for Information Technology requisitions and maintain business relationships with candidates, partners and clients
- Source profiles, screen and identify qualified IT resources for current and future requirements
- Negotiate pay rates and other contractual terms with candidates
- Candidates will be assigned individual targets
- Maintain good relationships with candidates and increase business opportunities for the company
- Regular follow up with the respective reporting managers and candidates to ensure timeliness of recruitment process
- Schedule job interviews and interaction with Account Managers to ensure closure
- Commission plan will be the same as applicable for recruiter position
- Will be eligible for annual performance bonus, per policy
- Work closely with Reporting Managers to maximize effectiveness of recruiting process
- Develop and implement strategic initiatives for recruiting diverse talent in a multi-site organization
- To ensure recruitment SLAs are met as mutually agreed with reporting managers and other key stakeholders
- Will be reporting to delivery Manager/Resource Managers

### **Desired Skills**

- B.Tech (C.S) + MBA / B.Tech (C.S) / B.Tech (IT)
- Self-motivated with proven track record and ability to handle multiple tasks
- Ability to understand company's value propositions.
- Must be able to effectively negotiate.
- Must have experienced on data mining and research.
- Knowledge of technology & project roles
- Excellent interpersonal skills
- **Excellent communication skills both verbal and written**