



Artech Infosystems Pvt. Ltd. (<https://www.artechinfo.in> , <http://www.artech.com/>)

Company Description

- Artech Information Systems is the **#10 Largest IT Staffing Company in the US** and an employer of choice for over 5,800 consultants.
- We recruit world-class talent for IT, engineering, and other professional jobs at **65+ Fortune and Global 500 companies coast-to-coast across the US, India, and China.**
- We are one of the fastest-growing companies in the US and we welcome you to search the thousands of jobs in our cutting-edge GEM system for employment opportunities that fit your qualifications.
- At the forefront of the staffing industry, Artech is a minority and women-owned business enterprise (**MWBE**) committed to maximizing global workforce solutions on behalf of its clients.
- Artech's deep heritage, proven expertise and insightful market intelligence has secured long-term partnerships with **Fortune 500** and government clients seeking world-class professional resources.
- In 2009, Artech was named the **NMSDC National Supplier of the Year** -- the highest honor a minority-owned supplier can receive.

Website: <http://www.artechinfo.in>

Headquarters: INFOSPACE B-2, Tower 2, Ground Floor, Sector-62, Noida, Uttar Pradesh 201307 India

Company Size: 5000+ employees'

Founded: 1980

OPENING: - Associate Recruiter (IT)

Job Description:

- Responsible for Sourcing profiles through various Job Portals Like Dice, Monster, carrier Builder
- Making 100-150 Calls per day and thoroughly qualifying candidates on Skills Vs experience, area of Interest, Geographic location in US and Visa types.
- Ensure meeting Daily/Monthly target of submitting quality candidates for open job requirements released by clients.
- A thorough analysis of candidate's commitment and background check before Submission.
- Getting updated resume from candidates and formatting according to clients need.
- Arranging interviews for shortlisted candidates and following up on real-time basis till feedback received from Client.
- Appropriate paperwork to be done before on boarding the candidate.
- Daily activity of submittals and Interview update to be sent to Account manager.

Required:

- Fluent Communication skills:- The role requires daily coordination with Team leads, Sales, Account managers and candidates sitting on Site in US over the call and hence a strong hold on English is mandate.
- Functional / Behavioral skill sets: Positive attitude, flexible, aggressive, Good communication skills, extrovert, inquisitive, team player, enthusiastic, active listener, learning attitude

Eligible Streams:	Bachelor in Engineering 2019 (All Streams), MBA, MCA, B Pharma, M Pharma, PGDBM
CTC:	The Salary would be (2.72 LPA) out of this 2.32 LPA Fixed + 40 K Retention Bonus (To be paid after 18 months) CTC + Incentives based on Performance on monthly basis (Incentives are really lucrative).
Appraisal:	The appraisal would be done after 12 Months of Joining on the basis of the performance . It could lead to Designation and Salary hike, either of them or none since it altogether depends on the performance of an individual.
Benefits:	Free Meal (One time), Midnight Snacks and Cab (Pick and Drop), Health Insurance cover for Self for 1 Lakh
Interview Process:	PPT → GD → HR → Manager
Joining Location:	Bangalore
Joining Time:	After Exam