

SREE CHAITANYA COLLEGE OF ENGINEERING

LMD COLONY KARIMNAGAR
CAREER DEVELOPMENT CENTRE

ARTECH INFOSYSTEMS POOL CAMPUS DRIVE ON 23.05.2015

COMPANY : ARTECH INFOSYSTEMS
POSITION : **IT RECRUITER**
DATE : 23-05-2015
LOCATION : SEMINAR HALL@SCCE
REPORTING TIME : 09:30 AM
Salary : 18,000/-
NO REGISTRATION FEE

ELIGIBILITY: B.TECH / M.TECH WITH LESS THAN 60%.

✓ (Master's / Bachelor's Degree in any stream *with less than 60%*).

SELECTION PROCEDURE:

- 1) Group Discussion
- 2) JAM
- 3) H.R Round

CANDIDATES REQUIRED:

- 1) Resumes- 3
- 2) Photos- 3
- 3) Xerox of All certificates

Desired Skills:

- I. Master's / Bachelor's Degree in any **stream with less than 60% if B.Tech and others no percentage criteria**
- II. Good Communication skills: The role requires daily coordination with Team leads, Sales, Account managers and candidates sitting on site in US hence a strong hold on English is mandate.
- III. Working hours: We work in US Shift, resource should be comfortable working in night shift.
- IV. Functional / Behavioural skill set: Positive attitude, flexible, aggressive, good communication skills, extrovert, inquisitive, team player, enthusiastic, active listener, learning attitude.

Job Description:

- Responsible for Sourcing profiles through various Job Portals Like Dice, Monster, carrier Builder.
- Contacting candidates and qualifying them on Skills Vs experience, area of Interest, Geographic location in US and Visa types etc. and candidates commitment towards work
- Meeting daily & Weekly targets by submitting quality candidate for our clients various vertical Projects
- Complete analysis of candidate's current / pervious project and responsibility undertaken per project.
- Building good relationship and reputation with each candidate for long term association
- Formatting resume's according to client's requirement
- Coordinating interviews on call for the shortlisted candidates
- Appropriate paperwork to be done before on boarding the candidate
- Sending daily performance report to the Account manager
- Active participation in Technical training, employee engagement and self-development Program.