



## AMITY TECHNICAL PLACEMENT CENTRE

DELHI | GR. NOIDA | GURUGRAM | GWALIOR | JAIPUR | LUCKNOW | NOIDA

### NLB SERVICES

### Campus Recruitment - 2018 Passing Out Batch

<b>Company</b>	NLB SERVICES PVT LTD
<b>Website</b>	<a href="http://www.nlbservices.com">www.nlbservices.com</a>
<b>Batch</b>	2018 Passing Out Batch
<b>Joining Date</b>	1 <sup>st</sup> Feb 2018
<b>Interview Date</b>	25 <sup>th</sup> January 2018
<b>Reporting Time</b>	4PM
<b>Venue</b>	NLB Services, Pvt Ltd. A66, 3rd Floor, Sector 63, Noida.
<b>Job Title</b>	Trainee- Recruiter
<b>Eligible Degrees</b>	B.tech / BCA/ B.Sc / M.Tech / MCA
<b>Eligible Branches</b>	All Branches
<b>Eligibility Criteria</b>	No % Criteria
<b>Location</b>	Noida
<b>Compensation (CTC)</b>	2.40 LPA
<b>Roles &amp; Responsibilities</b>	<ul style="list-style-type: none"><li>• Candidate will be responsible for staffing new talent for Information Technology requisitions and maintain business relationships with candidates, partners and clients</li><li>• Source profiles, screen and identify qualified IT resources for current and future requirements</li><li>• Negotiate pay rates and other contractual terms with candidates</li><li>• Candidates will be assigned individual targets</li><li>• Maintain good relationships with candidates and increase business opportunities for the company</li><li>• Regular follow up with the respective reporting managers and candidates to ensure timeliness of recruitment process</li><li>• Schedule job interviews and interaction with Account Managers to ensure closure</li><li>• Will be eligible for annual performance bonus, per policy</li><li>• Work closely with Reporting Managers to maximize effectiveness of recruiting process</li><li>• Develop and implement strategic initiatives for recruiting diverse talent in a multi-site organization</li><li>• To ensure recruitment SLAs are met as mutually agreed with reporting managers and other key stakeholders</li><li>• Will be reporting to delivery Manager/Resource Managers</li></ul>

<b>Other Desired Skills / Competencies</b>	<ul style="list-style-type: none"> <li>• Must be able to work independently with little supervision in a fast pace agency environment</li> <li>• Have a knack for learning and staying up-to-date with new technologies</li> <li>• Able to recognize, based on experience, what the perfect candidate looks like for any given job description</li> <li>• Able to creatively and convincingly generate candidate interest in our customer requirements</li> <li>• An out-of-the-box thinking capabilities to strategize and couple it with hands-on execution abilities to search for niche technical skills</li> <li>• Professional, Adaptable and Resilient - able to take no for an answer yet still apply 100% effort throughout the work day</li> <li>• Goal oriented; have a burning desire to be successful</li> <li>• Conduct technical interviews to obtain candidate's IT skills. Use Outlook, WORD, Excel, PowerPoint, Internet Explorer</li> <li>• <b>Excellent written and verbal communication and active listening skills are mandatory.</b></li> <li>• <b>7:00 PM to 4:00 AM IST (Saturday-Sunday is fixed off)</b></li> </ul>
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**My Best Wishes are with you!**

**Prof. Dr. Ajay Rana**  
**Advisor**