



## AMITY TECHNICAL PLACEMENT CENTRE

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

### **MASTECH** **Campus Recruitment - 2019 Passing Out Batch**

#### **ONLY FOR UNPLACED STUDENTS**

<b>Company</b>	MASTECH DIGITAL		
<b>Batch</b>	2019 Passing Out Batch		
<b>Joining</b>	IMMEDIATE		
<b>Job Title</b>	Trainee Recruiter		
<b>Eligible Degrees</b>	B.tech / BCA / MBA		
<b>Eligible Branches</b>	IT/ CS / ECE		
<b>Eligibility Criteria</b>	10 <sup>th</sup>	-	No % Criteria
	12 <sup>th</sup>	-	No % Criteria
	Graduation	-	No % Criteria
	Post-Graduation	-	No % Criteria
<b>Location</b>	Gurgaon		
<b>Compensation (CTC)</b>	3 LPA + Performance Bonus + Pick and Drop + Meals		
<b>Roles &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Design and implement overall recruiting strategy</li> <li>• Interpret, analyze and understand the client requirements and effectively use the job boards and other sourcing tools to identify qualified candidates.</li> <li>• Evaluate candidates strengths compared with clients requirements by, for example, evaluating, screening, and interviewing the candidate.</li> <li>• Negotiate wage rates and other terms and conditions of employment with candidates, and gain commitment from candidates for current and future job requirements.</li> <li>• Co-ordinate necessary pre-employment processes including reference checks and background/drug tests.</li> <li>• Manage contract employees while on assignment and generate sales and candidate referrals.</li> <li>• Work with Account Managers to identify top accounts, target skill sets, key market segments, and to assess clients staffing requirements and build candidate database with niche skills</li> <li>• Communicate with peers by sharing recruiting best practices and providing accurate, thorough documentation on contract employees in applicant tracking systems or other documentation tools.</li> <li>• Maintain relationships with industry contacts to provide customer service, gain industry knowledge, and get referrals and sales leads.</li> </ul>		
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Proficient in Microsoft Office</li> <li>• Excellent command over English (BOTH spoken and written)</li> </ul>		

	<ul style="list-style-type: none"> <li>• Eagerness to learn, understand the IT Technology and skills</li> <li>• Willing to work in US timings (Night Shift) ( 6:00 PM to 3:00 AM)</li> <li>• Excellent networking skills, people person and team player</li> <li>• Creative and Research Oriented</li> <li>• Good Reasoning, Quantitative Skills and organization skills</li> <li>• Strong Analytical and interpersonal skills</li> <li>• Good comprehension and articulation skills</li> </ul>
<b>How to Apply?</b>	<p>Interested and eligible students need to apply on the link given below latest by 1<sup>st</sup> May 2019 by 6:00 PM</p> <p><a href="#">Click here to apply</a></p> <p>Late entries will be automatically deleted.</p>

**My Best Wishes are with you!**

**Prof. Dr. Ajay Rana**

**Advisor**