



CENTRE for CAREER PLANNING and COUNSELLING

University of Kashmir

NAAC Accredited Grade "A+"

Notice

The Serv Staffing India Pvt Ltd deals in a diversified portfolio & delivers staffing solutions, recruitment services and consulting to its marquee customers. Serv Staffing India Pvt Ltd is hiring Fresher/ Experienced Graduates with very Good English Communication skills for US IT Recruiter Role:

JOB DESCRIPTION FOR THE ROLE OF US IT RECRUITER

Job Location: SIDCO, Electronics Complex, Old Airport Road, Rangreth, Srinagar – 191132

Roles and Responsibilities:

- *Incumbent should have experience in IT Recruitment.
- *Involved in full life cycle of recruiting including searching, qualifying, scheduling interviews, rate negotiation and closing.
- *Analyze the requirement and understand what type of person the client is looking for their opening.
- *Searched for qualified candidates on various job portals and also on various Groups, free sites, communities, and also on local database by applying appropriate search strings.
- *Responsibilities include submitting candidates to the client and also creating a pool of candidates.
- *Good negotiation skills are required to discuss the pay and close offers.
- *Timely Communication with candidates regarding their qualifications /salary negotiation, relocation, etc.
- *Interview assesses and evaluates applicants to determine their qualification and appropriate match with client needs.

EDUCATION QUALIFICATION

- BTECH (Computer, Software, Electronics & Communication, Electrical)
- BCA
- MCA
- MBA
- BBA

OTHER REQUIREMENTS

- Great Communication Skills & Interpersonal Skills.
- Should have knowledge Computer/IT (Office Suite).
- Should be flexible working in 7 PM – 4 AM IST shift model (Mon- Friday)
- We are looking for candidates who are looking for stability.

PERKS & BENEFITS

- *5 days working
- *Excellent Salary for the right candidate.
- *Excellent Incentives and Growth Opportunities.
- *Excellent Sales & Recruitment professionals.

Those candidates who fulfilling the eligibility are requested to fill in the online registration form on the below mentioned link by **30th of April, 2022**:

<https://forms.gle/ySfuzA9jqnpRAMUN6>

Date: 22/04/2022

Prof. M.I. Geer
Director