

### **Job Description:**

Designation: IT Recruiter-(Domestic/International)

### **General Summary:**

- Should be a Graduate in any stream. Should have good communication and convincing skills. Should have the ability to deliver results and handle pressure. Should have sound Technical Background.US staffing is mandatory.

### **Essential Job Functions for US IT recruiter**

- Need an experienced IT Recruiter with US staffing experience of 3 to 4 years, with excellent communication and writing skills.
- Should have good experience in end to end IT recruitment.
- Should have extensive knowledge on working with direct clients.
- Should be able to use Job portals/ Job boards extensively and efficiently.
- Good level of experience to deal with candidates/Vendors professionally and negotiate rates
- Self owned vendor list for c2c closures.
- Ability to interact, develop network and get the best resource for any given requirement.
- Screening, short listing, sourcing candidates for the given skill sets through various job sites, referrals.
- Building and maintaining database of contacts and resumes and other such info.

### **Essential Job Functions for IT recruiter (Domestic):**

- 2-4 experience in staffing company.
- Good communications and experience on contract and permanent staffing,
- Candidates from consulting background will be preferred with good database and strong exposure on the technologies

### **Qualification and Experience:**

- Any Bachelor's / Masters degree preferred (MBA)
- 3-4 years experience with proven track record of good number of closures.

### **Skills/Abilities:**

- Experience and knowledge in all IT Technologies.
- Should have good experience in complete IT recruitment process and clear understanding of tax terms.
- Proven track record of good number of closures.

**Email CVs to [hr@goldstonetech.com](mailto:hr@goldstonetech.com)**