



## Associate Recruiter at Artech

### About Artech

Artech, a certified Great Place To Work® in India, is the largest minority and women-owned IT staffing company in the US, with USD 925+ million estimated global annual revenue run rate in 2022 and a footprint across the globe. With nearly three decades of experience, Artech offers a spectrum of services that includes Workforce Solutions (Contingent Staffing, Bulk/ Project Staffing, Master Vendor, and Direct Hire) and Consulting Solutions (Technical Operations, Development, Business Operations & Platforms).

Established in 1992, Artech today employs over **11,500 industry professionals supported by 18 U.S and Canada offices and 10 locations across India and China**. Artech's Fortune and Global 500 clients leverage this expansive reach by engaging Artech as a preferred go-to supplier across multiple regions and countries.

At Artech, we are empowering businesses and talent through applied human intelligence.

### Role Description

Artech is on the look-out for talented **Associate Recruiters** for our **Bhopal** office to support our US Staffing Operations. The candidate will work in the **US Shift**.

The job responsibilities will include:

- ☑ Responsible for sourcing the right candidate profiles through various job portals like Naukri, Dice, Monster, Career Builder, etc.
- ☑ Thoroughly assessing candidate's basis skills and experience, area of interest, geographic location in US and visa types
- ☑ Ensure meeting daily/monthly target of submitting quality candidates for open job requirements released by clients
- ☑ Completing a thorough analysis of candidate's commitment and background check before submission
- ☑ Getting updated resume from the candidate and formatting it according to clients' need
- ☑ Arranging interviews for shortlisted candidates and following up on real-time basis till feedback is received from client
- ☑ Completing appropriate paperwork before onboarding the candidate
- ☑ Sending daily activity of submittals and interview updates to the account manager

### **Who can apply?**

Ambitious, self-motivated, intelligent people who take pride in their work and organization. The role requires people with high level of ownership and dedication to their work along with:

📌 **Fluent communication skills:** This role requires daily coordination with team leads, sales account managers and candidates residing on-site in the US over calls and therefore, fluency in English is mandatory

· The candidate must be willing to work in the night shift

📌 Basic knowledge of the IT domain

· A positive attitude and a willingness to learn

📌 **Eligible streams:** B. Tech (CS, IT, EC, EE, EEE, Bio Tech), BSc. (IT, CS, Computers and Biotech), BBA, MBA, BCA, MCA, B Pharma, M Pharma, PGDBM, PGDCA

### **Why Artech?**

At Artech, **we value human intelligence.**

We empower our teams to maximize the impact of their intellect, through a performance oriented, diverse, flexible, and inclusive work environment supported by our continuous learning and development focus.

Led by our visionary leadership, fuelled by our values, and driven by our combined intellect, our teams work with some of the largest Fortune 500 clients, defining industry benchmarks while optimizing their careers.

#### **More reasons to apply:**

- The Largest Woman-owned staffing firm in the US
- Over 11,500 global employees across 4 countries
- A global revenue of USD 925+ Million
- Competitive compensation and benefits
- Incentives and recognition for good performance
- Mentorship from industry leaders

#### **Salary, benefits, and other details**

📌 **Salary: INR 4.68 Lakhs per annum (Including benefits)** in addition to lucrative incentives based on monthly performance

📌 **Benefits:** Health insurance cover for self for INR 1 Lakh, cab facility for pick and drop, meal (one time) and mid night snacks

📌 **Performance Based Appraisal Cycle:** 12 Months after on-boarding