

Recruiter – Non-IT

US Staffing

SPECTRAFORCE was founded in 2004 and is now one of the largest staffing firms in the United States. We set up operations and support staffing in India to better serve many of the US-based industries of which SPECTRAFORCE clients are a part, including Finance, IT, Energy/Utilities, Pharma/Life Sciences, and Business and Professional Services. Our world-class Indian team is essential to the continuous expansion of our global sales and delivery. A Global Staffing and IT company, SPECTRAFORCE is human-to-human driven. Its branding tagline, NEWJOBPHORIA, encompasses the excitement generated within people by matching them with jobs that align on multiple levels: skills, motivation, and environment. As a certified Minority Business Enterprise, SPECTRAFORCE celebrates how different perspectives benefit our employees, services, and community. We focus on cultivating a diverse and inclusive work environment that encourages collaboration and connection. Together, these unique perspectives bring great offerings that deliver state-of-the-art services to our clients and employees.

The Recruiter will join our team in India. This person must be confident and willing to jump into a fastpaced and ambitious environment, where they will be given the opportunity to work independently and take ownership of various initiatives. This is a unique opportunity to work with one of the fastest-growing staffing companies and be a part of an energetic, dedicated, and passionate team.

Key Responsibilities:

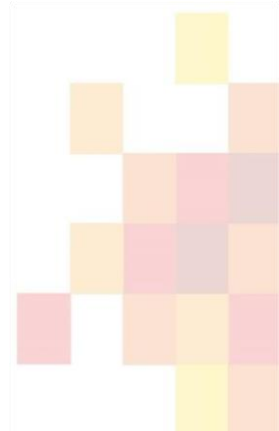
- ❑ Responsible for full life cycle recruiting including direct sourcing activities, preliminary phone interviewing, and negotiation of compensation packages.
- ❑ Recruiting through Internet job portals combined with utilizing existing candidate relationships and referrals, along with various Internet sourcing techniques.
- ❑ Screening candidates based on the resource manager's job description, relevant knowledge, and experience for required skill sets, functional skills, and communication skills.
- ❑ Regular follow-up from first Contact till the offer letter is extended to the candidate.
- ❑ Coordinate salary expectations, counteroffers, benefits, and interviews.
- ❑ Reference check for the candidate to ensure their authenticity and relevance.
- ❑ Responsible for sourcing, screening, and interviewing candidates, checking references, and updating job boards.

Required Knowledge, Skills, and Experience:

- ☑ Positive attitude
 - ☑ Flexible & Aggressive
 - ☑ Excellent communication skills (Spoken and Written).
 - ☑ Work independently with little supervision in a fast-paced agency environment
 - ☑ Have a knack for learning and staying up to date with new technologies
 - ☑ Professional, Adaptable, and Resilient - able to take no for an answer yet still apply 100% effort throughout the workday
 - ☑ Goal-oriented; have a burning desire to be successful
 - ☑ Advanced computer skills especially Microsoft Word, Microsoft PowerPoint, and Outlook.
 - ☑ A highly motivated individual, able to grasp complex technologies, tools, or knowledge and learn quickly.
 - ☑ Must have a demonstrated ability to work within tight deadlines. ☑
- Willing to work night shifts

Benefits & Perks:

1. Incentives
2. Monetary Awards
3. 5-Year Retention Bonus
4. Referral Policy
5. Internet Reimbursement
6. Router UPS Reimbursement
7. Term Life Insurance
8. Accidental Insurance
9. COVID Insurance (Family Floater)
10. Group Medical Insurance (Family Floater)
11. On-call doctor support
12. COVID Protocols
13. Sodexo Benefit



14. Leave Policy
15. Leave Encashment
16. Bank Assistance
17. New joiner's approbation reward
18. Employee's State Insurance
19. Gratuity
20. Provident Fund

