

Jr. Recruiter - Pharma

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.

Key Responsibilities:

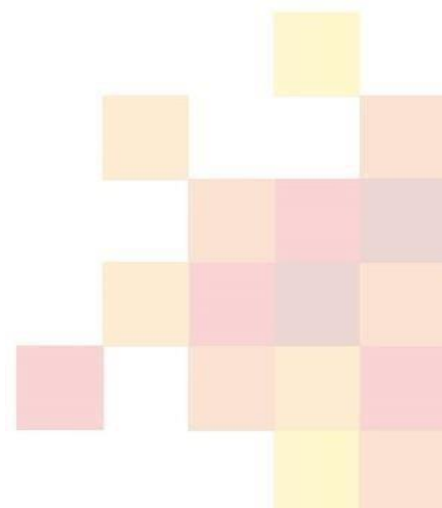
- Responsible for the complete recruiting life cycle including updating job boards, direct sourcing activities, preliminary phone interviewing, and negotiation of compensation packages.
- Recruiting through job search engines, existing candidate relationships, referrals, and other sourcing techniques.
- Screening candidates based on the requirements specified by the department head or manager.
- Maintaining regular communication with candidates from the first contact till the release of offer letters.
- Coordinating salary expectations, negotiations, benefits, and interviews.
- Conducting reference checks to validate the authenticity of the candidates.
- Good understanding of W2, 1099 and Corp to Corp.

Knowledge, Skills, and Attributes:

- B Pharma/B.Sc. Biotechnology/BSC Microbiology/BSC Biology and any other medical degree would be preferred.
- Positive, flexible & assertive work approach.
- Excellent communication skills (verbal and written).
- Ability to work independently with minimum supervision in a fast-paced agency environment.
- A strong will to learn and stay up to date with new technologies.
- Professional, adaptable, and resilient - ability to withstand setbacks, yet apply 100% effort throughout the workday.
- Goal-oriented and ambitious.
- Advanced computer skills, especially in MS Word, MS PowerPoint, and MS Outlook.
- A highly motivated individual and a quick learner of complex technologies and tools.
- Must have 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. Group Medical Insurance (Family Floater)
10. On-call doctor support
11. COVID Protocols



12. Sodexo Benefit
13. Leave Policy
14. EWAP - Employee Wellbeing and Assistance Program
15. NPS - National Pension Scheme
16. LTA – Leave Travel Allowance
17. Leave Encashment
18. Bank Assistance
19. Employee's State Insurance*
20. Gratuity
21. Provident Fund
22. Cab facility

**Admissibility of the benefit may vary commensurate the department, designation, and role.*

