



JOB DESCRIPTION

JOB TITLE: Trainee – US Recruitment

REPORTING TO: TL / Manager

RELEVANT EXPERIENCE: NA

WORKING LOCATION: Mohali, Punjab (Work from Office)

MANDATORY SKILLS:

- Excellent English speaking, written and comprehension skills.
- Should be able to work in permanent night shifts.
- Should have good technical aptitude and analytical skills.
- Should be a very good team player and work closely with the team.
- Should be able to work under defined parameters and guidelines.

KEY RESPONSIBILITIES:

- Candidate will be responsible for handling requirements towards IT, Non-IT and Pharma domain as per their assigned teams.
- Understanding the client requirements and working on them to close the positions.
- Create pool of candidates by understanding the trend of requirement.
- Source candidates after evaluating the job description by using different sourcing portals.
- Evaluating candidates according to the requirements and inducing them to apply.
- Discussing and negotiating on the pay rate and the employment type with the candidate.
- Submitting relevant profiles to the client and supporting other requisitions simultaneously.

MWIDM India Private Limited

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