

## **Title: Trainee – Resourcing**

## **Location of Posting – Noida/Hyderabad/Chandigarh**

### **Job Description**

- Candidate will be responsible for staffing new talent for Information Technology requisitions and maintain business relationships with candidates, partners and clients
- Source profiles, screen and identify qualified IT resources for current and future requirements
- Negotiate pay rates and other contractual terms with candidates
- Candidates will be assigned individual targets
- Maintain good relationships with candidates and increase business opportunities for the company
- Regular follow up with the respective reporting managers and candidates to ensure timeliness of recruitment process
- Schedule job interviews and interaction with Account Managers to ensure closure
- Commission plan will be the same as applicable for recruiter position
- Will be eligible for annual performance bonus, per policy
- Work closely with Reporting Managers to maximize effectiveness of recruiting process
- Develop and implement strategic initiatives for recruiting diverse talent in a multi-site organization
- To ensure recruitment SLAs are met as mutually agreed with reporting managers and other key stakeholders
- Will be reporting to delivery Manager/Resource Managers

### **Desired Skills**

- B.Tech./B.E.
- Self-motivated with proven track record and ability to handle multiple tasks
- Ability to understand company's value propositions.
- Must be able to effectively negotiate.
- Must have experienced on data mining and research.
- Knowledge of technology & project roles
- Excellent interpersonal skills
- Excellent communication skills both verbal and written

### **Selection & Training Process**

- An online Aptitude test entailing questions that are technical, geographical, logical and mathematical to help shortlist the first bunch of people would be initiated on first day.
- Candidates clearing the aptitude test to qualify for a Group discussion round post which further shortlisting of the best candidates to happen.
- Finally, the shortlisted candidates post the GD round to appear for a PI round to eventually get selected or rejected.
- The selected candidates to receive the “letter of intent” by the Dean of the Institute.
- 8 weeks training shall be conducted for the candidates which would include 2 weeks of OJT (on the job training) with regular toll gates after every 2 weeks. It is mandatory to clear all the toll

*gates, candidates not clearing the toll gates during training period would not be deemed fit to continue any further.*

### **Compensation & Growth plan**

- Onboarding at Gross Salary of INR 15,500/- P.M. + Benefits.
- After completion of 3 months Gross will be revised to INR 17,500/- P.M. + Benefits.
- After completion of 6 months Gross will be revised to INR 20,000/- P.M. + Benefits.
- After completion of 1 year Gross will be revised to INR 24,000/- P.M. + Benefits.
- After that employee will appraised into regular appraisal cycle.
- On successful completion of 2 years, one time Retention Bonus of INR 25,000/- will be paid to the employee.
- Free cabs and meals subject to availability.
- Relocation Benefit: First travel from his place to Pyramid office will be reimbursed as per company policy. (This is for outstation candidates) – 3 Tier AC train ticket.
- In case if candidate is not able to complete 1 year with the organization due to any unjust reason, he/she may have to reimburse the training cost to the company upto INR 50,000.

***Please Note:*** All that is communicated beyond this document is null and void and supersedes other statements given by any pyramid employee or management.