

Job Description

Website – www.infinite-usa.com

Designation – Research Analyst – US IT Recruitment

No. of Vacancies: 2

Location – Andheri (Near railway/ metro station)

Experience: 0 – 2 years

Shift timing: 7 pm – 4:30 am IST (Monday – Friday)

Job Description:

- Assist in end to end recruitment and selection process including posting jobs, sourcing, screening, shortlisting
- **Interact & Hire US Citizens, Green Card Holders, Foreign Nationals for Infinite's clients**
- **Developing new channels of Recruitment to ensure adequate Manpower availability**
- **Research & Understand Technology & Business Jargon**

Desired Candidate Profile:

- Good at sourcing the resumes from the different job portals like Dice, Careerbuilder, Monster, etc., databank, employee references, networking, headhunting etc.
- Excellent interpersonal, verbal, written and convincing skills
- Street Smart, Result oriented, innovative, Highly organized
- Maintain and update the existing resource database.
- Highly energetic professional who would like to take up **US IT Recruitment** activity
- Maintain focus and priorities while handling multiple tasks
- Have a passion for performance, a desire to excel and a hunger for recruitment
- A positive attitude, an ability to drive through challenges and a willingness to learn

Educational Criteria

- **MBA-HR/Marketing/Ops/Systems**
- **Freshers will be facilitated with necessary On Job Training**

Perks and Benefits

- **Salary will be 3 lacs/ann for freshers (Net monthly salary – Rs. 20, 500/-)**
- **Opportunity To Work With Global Clients**
- **Open and flexi-work culture**
- **Opportunity to make a career in International Recruitment**
- **Potential On-Site opportunities**
- **Five days working**
- **Group Medclaim**
- **21 days paid leave in a year**
- **Shuttle service from Andheri Station to office and back as per specified times**

Company Profile:

Since 1997, we have been delivering custom IT solutions that underline value, quality and reliability. We offer solutions for customer's unique needs providing targeted and customized solutions aimed at real business problems. Customer Business needs are specific, and a one-size-fits-all approach won't do. To stay competitive customer needs a solution that meets all of the needs, and often that means a packaged solution isn't an option. Infinite's custom application development services will help you address the unique business and technology needs of your organization. We serve customers around the world through our local technology centers headquartered in **Cedar Rapids, Iowa, with branches in Thailand, Singapore and Mumbai.**

Our comprehensive services include **Azure Cloud Services, IoT (Internet of Things), Custom Application Development, Website Services and CMS, Mobility Services, Manual and Automation Testing Services, Product Development and Global Staffing.** Our portfolio covers a variety of industry verticals such as Financial Services, State & Local Government, Insurance, Education, Healthcare, Retail, Telecom, Manufacturing and Utilities, Aerospace & Defense.

Our credentials include **Microsoft Gold Partners, DotNet Nuke Partners, INetU Partners and Sitecore Partners.**

Debraj Chakrabarti
Talent Acquisition Specialist

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