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| **Recruitment Specialist- Job Description** |

* Create and publish job ads in various portals
* Network with potential hires through professional groups on various hiring Platforms
* Screen Resumes and job applications
* Conduct initial phone screens to create shortlists of qualified candidates and co-ordinate for the next levels of the interview
* Interview candidate’s in-person for a wide range of roles (Relationship Managers, Service Associates, Trainers etc.)
* Track hiring metrics including Interviewed, Feedback, Salary , Joining Dates/Maintain End to end Employee records
* Follow up with candidates throughout the hiring process and release offer letters, Collect documents, BV for Service Team new joiners
* Maintain a database of potential candidates for future job openings
* Welcoming newly hired employees and executing the engagement plan throughout the onboarding journey
* Creating clear policies and [employee handbooks](https://formswift.com/employee-handbook) that explain company operations.
* Ensuring new hires have technical assistance to properly set up their hardware/software/Sim and distribute manuals, passwords, and guidelines, as needed.
* Coordinating onboarding presentations and product demos
* Aligning new employees with managers
* Providing reporting and updates to lead and/or senior management
* Coordinating with PRO For Visa processing and other related activities
* Send daily report to the management of the days activities and progress

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| **Name of the Trainer**  **External Trainer** |  | **For International Management Consultancy** |