



Raj Kumar Goel Institute of Technology

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Corporate Resource Center

Notice

RKGIT/204/CRC/2015-16

22nd January, 2016

Attn: B.Tech All Branches Final Year Students (2016 Batch)

Subject: Recruitment Drive of Acro Service Corporation

Acro Service Corporation is likely to conduct a recruitment drive for B.Tech All Branches Final Year students. The details are as follows:

About the company:

Acro Service Corporation began in 1982 as a privately-held staffing firm servicing clients in the Detroit, Michigan area. Since then, Acro has developed into a national-level player in workforce management solutions including staff augmentation services and managed service staffing program services in Information Technology (IT), engineering, professional, accounting, finance, administrative, light industrial, manufacturing, and other labor categories.

Designation	:	Trainee Recruiter
Reports to	:	Resource Managers
Salary	:	2.10 LPA including Cab facility + Lucrative Incentive Pay + Meal Allowance + Appraisal after 6 months based on performance.
Criteria	:	No criteria
URL	:	www.acrocorp.com

Selection process:

- Presentation by HR
- Extempore
- Written test of the shortlisted candidates
- PI of the shortlisted candidates.

Essential Duties and Responsibilities:

- Develop action plans/recruiting strategies to identify qualified candidates through various recruiting tools - job boards (dice, monster, other), social networks (LinkedIn) etc.
- Successfully match and qualify candidates based on their strengths vs. client requirements.
- Conduct phone screens/interviews, negotiate salary/wage rates and other conditions of employment, gain acceptance from candidates on authorization to submit resume to clients, extend offer of employment and document activities in the appropriate database provided by Acro.
- Ability to work both independently and in a team environment.
- Work with other departments when required.

Special Requirements:

- Must be able to effectively communicate with all types of people, which include listening and understanding, as well as, conveying ideas and opinions. Must be able to develop good relationships with various types of people. Must be able to handle conflict well. Must have proficient computer skills. Ability to define problems, collect data and establish facts.

Language skills:

- Ability to write documentation in the appropriate database. Ability to effectively present information and respond to questions from customers.

Education and/or Experience:

- B.Tech(Graduates) with good academic records.
- Having excellent communication skills 8 out of 10.