



## **Assistant Manager - IT Staffing**

- Working with clients for IT requirements
- Address all requirements shared by clients
- Meet targets on joiners as set by the management
- Harvest new requirements with existing clients
- Organizing, planning and implementing strategy
- Daily, weekly, monthly & Quarterly meetings with team members
- Monitor team performance and report to management
- Coordinating day-to-day operations
- Devising and setting up objectives to boost company productivity
- Ensuring that goals and objectives are met
- Interviewing and recruiting new employees
- Providing training to employees
- Delegating tasks to employees
- Supervising, leading and motivating employees
- Creating reports, analyzing, interpreting and presenting data
- Monitoring candidates and client satisfaction
- Supporting the general manager as needed

### **Experience and must have skills**

- Minimum of 1+ years of experience as an Assistant Manager or similar role from recruitment company
- Technically sound to address IT requirements
- Experience in IT recruitment and staffing
- Experience in evaluating staff
- Experience in leadership roles
- Ability to plan and organize
- Understanding of customer requirements
- Excellent multitasking skills
- Proficiency in using MS Office
- Strong problem-solving skills
- Great interpersonal skills
- Ability to work well in a team environment
- Strong oral and written communication skills

- Good time-management skills
- Ability to work well under pressure

Qualification: Any Graduate

Job Location : Bangalore