



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 manage complete lifecycle of IT staffing process.
- Manage optimally entire internal as well as external staffing resources.
- Collaborate with hiring managers to prepare staffing strategy for existing and future needs.
- Arrange staffing strategy meetings with objective to recruit methods plus sourcing plans.
- Collaborate with hiring managers to assure staffing methods are followed to incorporate timely feedback.
- Stimulate time to fill, interview to placement ratio and cost per hire.
- Provide hiring metrics to organization as required.
- Ensure to comply with organization's staffing policies as well as procedures.
- Monitor maintenance of all internal resume tracking system (ATS).
- Ensure constant corporate image across recruiting campaigns.
- Evaluate existing hiring needs and prepare staffing plan to accomplish goals.
- Develop reports for management recruitment on spreadsheet.

Experience and must have skills

- Minimum of 1+ years of experience as 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