

NOTICE

Placement – Fasttrack HR Services Pvt.Ltd

Fasttrack HR Services Private Limited is a well-established 20+ years old **Recruitment Firm** based at **Ahmedabad**, Gujarat (Head Office). We have been providing Consulting services to many MNCs and Indian Multinational companies across India.

Branch Presence:-

- (1) Pondicherry
- (2) Indore

Job Position : Talent Acquisition / HR Operations

Qualification : Any Graduate / PG (Freshers)

JD: (End to End Recruitment process)

1. Interact with the corporate/ MNCs & plants across India
2. Generate new business from the new and existing
3. Regularly follow up with the clients
4. Source, pipeline, schedule and oversee walk-in drives
5. Conduct intake meetings with the clients/hiring managers via telephone/mail to understand talent needs/gaps and create a talent identification, assessment, and recruitment plan for specific open positions
6. Maintain communication with candidates on interview process status
7. Provide end to end support to the supervisor on Recruitment Analytics
8. Generate an appropriate mix of external, active, and passive candidates by developing and building applicant pipelines and utilizing databases through different job portals, social media, job boards, internet sites, professional organizations, etc.

CTC would be upto 3 LPA.

**Students interested may also revert to Dr. Maulik Rathod (maulik.rathod@raiuniversity.edu)
Placement Coordinator, Rai School of Management Studies, by April 25, 2024.**

**Rajesh Nair
Training & Placement
Corporate Resource Cell**

