

IMS Engineering College, GHAZIABAD

CAREER DEVELOPMENT CENTRE NOTICE

18th Oct 2013

Reff: CDC/Oct/2013/

Mount Talent Consulting FOR MBA (HR) 2014 Batch

Designation: HR Executive

Compensation: 10 k to 15 k

Location: Noida

Job Discription:

Responsible for fulfillment of Client requirements by way of:

- Understanding and analyzing the requirements in different skill sets & technologies.
- Sourcing & screening candidates through extensive research on internet in various job portals, headhunting, professional networking sites and referencing,interviewing reference checking, tracking, salary negotiation and closing
- Scheduling and coordinating the interviews/events including sending call letters the candidates as per the interview calendar.
- Follow-ups at regular intervals with selected candidates till they join.

NOTE:

Students are supposed to register themselves at CDC latest by 4:00P.M Today.

NITIN JAIN

Head CDC

CC:

- 1) Treasurer Sir (For Information Please)
- 2) Director (For Information Please)
- 3) HOD MBA
- 4) Notice Board