

**NOTICE**

**Placement – IMS Group at Ahmedabad**

**MS Group** is a prominent multinational corporation in the outsourcing and offshoring industry, known for offshore recruitment, accounts & finance, property preservation, IT, and marketing services.

**Position:** Junior Recruiter

**Work Location:** Ahmedabad (Work from Office)

**Shift Timing:** 6:30 PM to 3:30 AM / 7:30PM to 4:30AM (Night Shift)

**Working Days:** 5 days a week (Weekends off)

**Holiday Calendar:** US Holidays

**Key Responsibilities:**

- o Coordinate with hiring managers to understand staffing needs
- o Understand the job description
- o Source and screen candidates using various recruiting methods
- o Conduct interviews and assessments
- o Maintain candidate databases and ensure data integrity
- o Assist in onboarding new hires

**Qualifications:**

- Bachelor's degree
- Excellent written and verbal English communication skills
- Confident and eager to learn.
- Prior experience in recruitment or HR is advantageous but not mandatory

**Compensation:**

- 3.00 LPA, which increases to 3.6 LPA to 3.9 LPA within one year.

**Please note:** This opportunity is open to all students who have completed their graduation in the past 3 years.

**Students interested may also revert to Dr. Maulik Rathod (maulik.rathod@raiuniversity.edu) Placement Coordinator, Rai School of Management Studies, by May 10, 2024.**

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

