Artech Information Systems

Associate Recruiter

Job Profile Details

Placement Cycle	**ARKA JAIN University - Placements 2025-26**
Job Location	Noida
Date of Visit	NA
Position Type	Full Time
Expected Hires	NA
Sector	Hiring/Sourcing/Staffing
CTC	INR 509000
CTC Additional Info	Salary: INR 5.09 Lakhs per annum (Including benefits) in addition to lucrative incentives based on monthly performance
	Benefits: Health insurance cover for self for INR 1 Lakh, cab facility for pick and drop, meal (one time) and mid night snacks
	Performance Based Appraisal Cycle: 12 Months after on-boarding
Category	Level 2 - General
Description	About Artech:

Artech, a certified Great Place To Work in India, is the largest minority and women-owned IT staffing company in the US, with USD 925+ million estimated global annual revenue run rate in 2022 and a footprint across the globe. With over three decades of experience, Artech offers a spectrum of services that includes Workforce Solutions (Contingent Staffing, Bulk/ Project Staffing, Master Vendor, and Direct Hire) and Consulting Solutions (Technical Operations, Development, Business Operations & Platforms).

Established in 1992, Artech today employs over 11,500 industry professionals supported by 18
U.S and Canada offices and 10 locations across India and China. Artechs Fortune and Global 500 clients leverage this expansive reach by engaging Artech as a preferred go-to supplier across multiple regions and countries.

At Artech, they are empowering businesses and talent through applied human intelligence.
Role Description:

Artech is on the look-out for talented Associate Recruiters for our Noida office to support our US Staffing Operations. work in the US Shift.

The job responsibilities will include:
Responsible for sourcing the right candidate profiles through various job portals like Naukri, Dice, Monster, Career Builder, etc.
Thoroughly assessing candidates basis skills and experience, area of interest, geographic location in US and visa types
Ensure meeting daily/monthly target of submitting quality candidates for open job requirements released by clients
Completing a thorough analysis of candidates commitment and background check before submission
Getting updated resume from the candidate and formatting it according to clients need Arranging interviews for shortlisted candidates and following up on real-time basis till feedback is received from client
Completing appropriate paperwork before onboarding the candidate
Sending daily activity of submittals and interview updates to the account manager

Who can apply:
Ambitious, self-motivated, intelligent people who take pride in their work and organization.
The role requires people with high level of ownership and dedication to their work along with:
Fluent communication skills: This role requires daily coordination with team leads, sales account managers and candidates residing on-site in the US over calls and therefore, fluency in English is mandatory
The candidate must be willing to work in the night shift
Basic knowledge of the IT domain
A positive attitude and a willingness to learn
Salary, benefits, and other details

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Performance Based Appraisal Cycle: 12 Months after on-boarding
Office Location: Noida
Shift timings: 7:00 PM to 4:00 AM or 9:00 PM to 6:00 AM

Under the National Apprenticeship Promotion Scheme (NAPS) of the Government of India, the monthly salary of

INR 30,000 for the first year will be divided into two portions. INR
28,500 will be deposited into Artechs virtual account, while the remaining INR 1,500 will be transferred via Direct Benefit Transfer (DBT).
To prevent any confusion, the first month's salary will be INR 30,000 (pro-rated based on working days), and an extra INR 1,500 will be transferred via DBT, to be recouped after a year or upon separation, whichever comes first.

Service-level agreement
Selected candidates will join Artech as Trainee for a period of 2 months from their date of joining.
Selected candidates are expected to serve the organization for a minimum period of 18 months from the date of on boarding failing which the candidate will be liable to pay a penalty amount of INR 1 Lakh to the company.

Open for Courses

- **Jain - Arka Jain University Jharkhand**

BBA
1. Finance
2. Marketing
3. Human Resource

B.Com (Hons.)
1. Finance
2. Marketing
3. Human Resource

BCA
1. Data Science (DS)
2. Artificial Intelligence (AI)

B.Sc
1. Biotechnology

MBA (Semester)
1. Marketing & Finance
2. Marketing & Human Resource

MCA
1. AI & DL

B.Pharm
1. Pharmacy

B.Tech
1. Electrical and Electronics Engineering
2. Computer Science Engineering

Eligibility Criteria

MCA	*All students are eligible*
B.Pharm	*All students are eligible*
BCA	*All students are eligible*
B.Com (Hons.)	*All students are eligible*
B.Sc	*All students are eligible*
BBA	*All students are eligible*
MBA (Semester)	*All students are eligible*
B.Tech	*All students are eligible*

Work Experience Criteria	No work experience based criteria defined yet!
Allowed Genders	[Y] Male students [Y] Female students [Y] Other Genders
Backlogs	Students with backlog(s) not allowed

Hiring Workflow

Pre-placement Talk	*No Venue/Time specified*
Group discussion	*No Venue/Time specified*
HR interview	*No Venue/Time specified*

Additional Info

No additional information