

## Notice for Placement

**Company Name:-** Gips Management and Personnel Consultants

**Company Website:-** www.gipsmanagement.com

**Position:-** Consultant **Work Location:-** Bandra

**Company Background / About Company:** GIPS is a professionally managed Executive Search, Recruiting and Management firm based in Mumbai, a major hub for the entire Asia / Pacific region provides Fortune-500 Companies, Multinationals and Large Indian Corporations with the best talent available at all levels and management functions : CEO, President, VP, Senior and Middle management levels.

### **Job Profile / Responsibilities:**

- Taking the requirements & Understanding & Identifying their needs.
- Handling end-end recruitment (Screening, shortlisting, conducting initial telephonic discussion, processing to client).
- Sourcing resumes from various sources Employee Referrals, job portals, ads and company website job postings.
- Matching candidates to jobs to build a pool of potential applicants
- Screening the candidates through telephonic conversation, for their communication skills, personality profile and attitude for the assignment.
- Negotiating the Salary according to Company Standards.
- Follow-Up the short-listed Candidates till they join the Company.
- Closing many critical requirements in Multinational Companies.
- Should be Familiar with complete lifecycle of the recruitment process.
- Building relationships with employers and job seekers

### **Key Skills:**

- Excellent Communication skills
- Preferably with a commerce background
- Must have relationship handling skills.
- Good team player.

**Required Qualification:** Graduate with Diploma in Human Resource / Diploma in Financial Management

**Experience:** 0 to 5 Years **Remuneration:** Negotiable

**Interested Candidates can send their resume on below mention email id at the earliest:-**

Contact Person: - Suresh Kewalramani Email id: - [suresh@gips.co.in](mailto:suresh@gips.co.in)

Contact no: - 9820058567

**Corporate Office: GIPS MANAGEMENT & PERSONNEL CONSULTANTS**

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