

MAQ Consulting

Creative, Digital Marketing, and Technology Solutions

Open Position: US Recruitment Lead/ Manager

Company Name: MAQ Consulting (www.MAQConsulting.com)

Company Profile: MAQ Consulting is a staffing firm specializing in contract positions at Microsoft Corporation and other leading high-tech companies located in the Pacific Northwest. As one of the select Talent Source staffing program vendors at Microsoft Corporation, we get priority access to the following position categories:

- Program Management (technical and non-technical)
- Project Management (technical and non-technical)
- Marketing professionals of all levels
- Content Writers/Editors/Producers and Coordinators
- UX Designers, Visual Designers, Information Architects
- 3D Artists, Art Directors and Motion Graphic Designers

MAQ Consulting closely works with Microsoft Corporation as direct client for various positions such as Project Manager and Program Manager, Web Producer or Site Editor, Media Producer, Marketing Specialist and Marketing Programs Manager, Graphic Designer and Product Designer, Production Assistant.

Job Description: We are actively seeking a Recruitment Manager to manage staffing operations. If you have a strong interest in technologies (particularly Microsoft Technologies), possess good written and verbal communication skills and have been performing well in a team lead role in a staffing/ RPO organization, you could be the right person for us.

Your key result areas as percentage of your overall work items will be:

Drive and Manage U.S. Recruitment Team (50%)

- Handle end to end recruitment process.
- Manage and mentor the US Recruitment Team
- Review and improve team's performance through one-on-ones
- Provide regular reports to US recruitment team including daily recruitment updates, competitor analysis, etc.
- Coordinate with the on-site team for daily requirement
- Set targets for team members
- Maintain health, accuracy and freshness of the candidate database
- Handle backend operations for the US team (Employee Verification, etc.)

Source Candidates (30%)

- Analyze open position requirements and post the job requirements on Internet job boards on weekly basis
- Deliver starts per month as per targets specified
- Source candidates for Microsoft for temporary contract positions for MAQ Consulting
- Source resumes from job portals and various networking sites
- Screen candidates and enter qualified candidates in the application tracking system
- Touch base with the candidates and follow up on regular basis

Train Team Members (20%)

- Train team on U.S. Recruitment process.

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- Review and integrate recruitment techniques for effective sourcing.

Candidate Profile:

- First class graduate with MBA (Marketing/ HR/ Operations) from a good university
- 4+ years in U.S. Recruitments and hiring experience
- Willing to work from 9 pm IST to 6 am IST (US West Coast Daytime) to communicate with US candidates
- English medium schooling background is required
- Excellent communication skills, both verbal and written, with an ability to communicate and convince a wide range of applicants
- Ability to manage multiple tasks and work in a fast-paced and rapidly changing and competitive environment
- Should have excellent networking skills with the creativity to tap candidates
- Prior experience into U.S. Recruitment for Microsoft Corporation, USA preferred

Compensation: 10 to 15 lakhs

Experience: 4 to 8 years

Location: Hi-Tec City, Hyderabad

“Interested candidates may send their updated resume to Ms. Jagruti Wajge @ jagrutiw@maqsoftware.com”