

**Job Information:**

**Job Title** : Staffing Recruiting Executive / HR Executive -IT  
**No. of Position** : 2  
**Start Date** : ASAP  
**Employment Type** : Full time  
**Pay Rate** : Open  
**Location** : Dhaka, Bangladesh (Possible Training in Dallas, TX, USA 3-6 Month/year)  
**Operational Area** : USA

**Responsibilities:** As a Staffing Recruiting Executive / HR Executive -IT, you will be required to perform the following responsibilities, including but not limited to:

- Conduct placements to meet Monthly/Quarterly target to generate revenue for the company. Current target for each recruiter is minimum 1-2 placement(s) per month.
- Placing of HTB consultants in US market in the Information Technology industries
- Find right skilled candidates by using our HTB CRM / “Monster”/ “Career Builder” for that position and submit to the customer.
- Find open positions from job advertisement/ existing customer/ online search.
- Publish job ads on careers pages, job boards and social media
- Screen resumes and job applications, Interview candidates and provide shortlists of qualified potential hires
- Prepare candidates before interviews with clients
- Update clients on hiring status (e.g. number of screened candidates)
- Create talent pipelines with high-potential candidates for future job opportunities
- Keep detailed records of past applicants’ information, including resumes, assignments and interview evaluations
- Manage a portfolio of clients and maintain good relationships with them
- Perform other duties related to staffing businesses.
- Generate a minimum number of prospecting phone calls as required
- Create the appropriate pipeline to reach business objectives

**Educational Requirements:**

- MBA / BBA major HR (IBA graduates preferable), Other encourage to apply
- A -level and O -level preferable
- Highly competent in spoken English (an IELTS score of 7.0 or equivalent preferable)

**Other Requirements:**

- Proven work experience in a Staffing Agency as a Staffing Recruiting Executive / HR Executive or similar role
- Ability to manage the first hiring stages (job posting, sourcing, screening, interviewing)
- Experienced with various interview formats, including phone screening calls, in-person interviews and group interviews
- Knowledge of resume databases and Applicant Tracking Systems
- Experience in evaluating candidates for various roles and seniority levels

**Salary:** Attractive remuneration package will be offered based on skills, education, and experience.

**Contact:**

- **BD office:**
  - **Address:** 28 Kazi Nazrul Islam Avenue, NAVANA Zohura Square, Suite 11/A, Bangla Motor, Dhaka-1000
  - **Web:** [www.htbbd.com](http://www.htbbd.com)
- **US Office:**
  - **Address:** 1701 N Collins Blvd Suite # 2500 Richardson, TX 75080, USA
  - **Web:** [www.hi-techbanglastaffing.com](http://www.hi-techbanglastaffing.com)

**Apply Through:**

- <https://banglarecruiter.com/>