

Job Description

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| About Us | <p>We are a twelve-year-old US IT staffing company that has so far amassed a sizable US clientele. We will concentrate on developing a robust IT Services organization centered in Hyderabad with the help of this substantial footprint.</p> <p>As part of this plan, we are looking for passionate technology resources to join us on this growth journey & seize the opportunity to grow individually too.</p> | | |
| Job Title / Role | Bench Sales Resources | Level of Hire | Mid-Level. |
| Experience | 2+ Years | Qualification | Any Graduation |
| Job Location | Hyderabad | | |
| Purpose of the Job | <p>The purpose of a Bench Sales resource job is to facilitate the placement of consultants or IT professionals who are on the bench (not currently assigned to a project) with potential clients or projects. The key objectives and responsibilities of a Bench Sales.</p> <ul style="list-style-type: none"> • Client Relationship Management • Consultant Management • Sales and Marketing • Negotiation • Consultant Placement • Contract Compliance • Performance Monitoring • Market Research • Documentation • Reporting | | |
| Roles & Responsibilities | <ul style="list-style-type: none"> • Keep a track of rate confirmations. • Daily follow ups about the submissions in ATS. • Follow up with the vendors on interviews schedules and coordinated between consultants and vendors. • Arranging interview calls for consultants with clients to place them on projects as early as possible. • Follow up with the client/preferred vendors and candidate after interview. • Building up good Database of candidates, prime vendors and clients. • Sourcing the requirement and sending them to the consultants. • Strong relationship with business partners and a consistent track record of achieving business through them. • Searching for requirements from job portals like Dice, TechFetch, Indeed, Monster, LinkedIn, Google groups pro-hire and submitting resume. • Scheduling the quality interviews, follow up with PV and maintaining a pipeline of candidate's interviews. | | |

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| Must have skills: | <ul style="list-style-type: none"> • Minimum 2+ year's of experience in US IT staffing/Bench Sales. • Excellent English Communication Skills, should be able to negotiate with US based Vendors. • Should be able to create and update the resume of the consultant based on the requirements. • As a BSE you will be responsible for marketing the consultants who are on company's payroll (OPT-EAD, H4-EAD GC-EAD, H1B, H1 Transfer, GC and US Citizens). • Have good knowledge on OPT, CPT, H1B and H1B Transfers. • High level of proficiency with MS-Outlook, Office, MS-Word and MS-Excel software and ATS. • Experienced in Mass mailing to vendors regarding unique requirements (ZOHO or Similar applications). • Excellent relationship management skills to develop successful networks with the preferred vendors. • Experience on Posting Consultants resumes in different Job portals like Dice, Indeed, Techfetch, Monster, Career Builder etc. • Taking end-to-end care till the consultant Joins the project (Full life cycle of bench sales marketing). • Experienced on working with different tax structures of US (1099, C2C, C2H and W2). • Should be able to work in a high paced work environment. • Should be able to work with different team members of the company. |
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