



Dear Sir/Madam,  
Greetings!

Thank you for giving us the opportunity to conduct a placement drive at your esteemed University. As requested, please find below the **Job Description (JD)** and details for your reference.

#### **Company Introduction**

- **MWIDM (Pacer Group)** is a **WMBE Certified Global Staffing Firm** serving **Fortune 2000 clients**, strengthened by our **CMMI and ISO quality certifications**, providing customized and scalable workforce solutions.
- Headquarters in **Wynnewood, PA**, we have over **40 local offices** across the **US** with an active workforce of **3,800+ resources**.
- We specialize in delivering services across industries such as **Financial Services, Healthcare, Insurance, Technology, Telecom, Automotive, Energy, Pharmaceutical, Manufacturing, Retail, and Oil & Gas**.
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- **Workforce Solutions we provide:**
  - Contingent Workforce Staffing
  - Permanent Placement
  - Contract to Hire
  - SOW (Statement of Work)
  - IT Recruitment
  - Pharma Recruitment
  - Engineering Recruitment
  - Payroll
  - EOR / AOR
  - RPO

#### **Website:**

- <https://mwidm.com>
- <https://thepacer.com/>

#### **Summary**

- We are seeking to acquire new talent for our rapidly growing department to develop an action plan for recruiting the best fit for the organization using niche platforms related to **IT / Non-IT / Pharma / Engineering / Healthcare**, to source potential resources.
- We are looking for **BCA, B.Sc, Pharma, B.Tech, B.Com, and BBA students** with **excellent communication skills** from the **2025 / 2026 batch**.

## Open Position: US Recruiter / Talent Acquisition Specialist

**Openings:** 200+ (subject to increase based on business requirements)

**Job Locations:** Noida (Onsite)

**Work Schedule:** Monday to Friday | Night Shifts (EST / PST) | Weekends Off

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### Qualifications & Skills

- Must be comfortable working in **permanent night shifts (EST or PST)**, Monday through Friday
  - Strong ability to **multitask in a fast-paced environment**
  - **Excellent oral and written communication** skills
  - Strong **analytical thinking and networking** abilities
  - **Computer proficient** with good **typing speed** and strong command of **MS Word, Excel, and general internet research tools**
  - **Self-motivated** and a strong **team player**
  - Good **presentation** and **active listening** skills
  - **Confident, hardworking**, and adept at **time management**
  - **Bachelor's degree** preferred
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### Key Responsibilities

- Must be **comfortable speaking with people over the phone**, including **cold calling and follow-ups** with prospective candidates
  - Screen, evaluate, and shortlist resumes based on client requirements
  - **Connect with candidates across the US to discuss potential job opportunities, confirm fit, negotiate pay rates/compensation, and schedule interviews with client/hiring teams**
  - Source candidates using job portals, databases, and social media platforms
  - Coordinate **offer rollouts**, assist with **documentation**, and ensure smooth onboarding
  - Maintain and update the **Applicant Tracking System (ATS)** daily
  - Collaborate closely with **Account Managers and Sales Leads**
  - Identify hiring needs and draft customized job descriptions
  - Create advanced **Boolean search strings** to source relevant profiles
  - Deliver **end-to-end recruitment solutions** for US-based clients
  - Partner with headhunters and staffing agencies for global hiring initiatives
  - Manage the complete **recruitment life cycle** from sourcing to placement
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### Compensation & Benefits

- **Stipend (First 6 Months):** ₹25,000 per month
- **Post-Probation CTC:** Up to ₹5,00,000 per annum (*based on performance*)
- **Work Days:** Monday to Friday (*Weekends Off*)

### Additional Benefits:

- Free **Meal** facility
  - Free **Cab Service** (Pick & Drop)
  - **Accrued Paid Time Off (PTO)** and **Sick Time Benefits**
  - Lucrative **Incentive & Bonus Structure**
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### Employer Value Proposition (EVP)

At **MWIDM**, we empower our employees to shape the future of work by fostering a **dynamic, inclusive, and growth-oriented environment**.

### Why Choose MWIDM:

- **Global Exposure:** Collaborate with leading **Fortune 500 clients** across diverse industries and gain international experience.
  - **Career Growth:** Benefit from **structured training programs, annual performance appraisals,** and **clear career progression paths.**
  - **Innovative Work Culture:** Utilize **cutting-edge recruitment technologies** in a fast-paced, collaborative environment that encourages creativity and initiative.
  - **Employee-Centric Benefits:** Competitive pay, fixed weekends off, free meals, cab facilities, and strong emphasis on **work-life balance.**
  - **Commitment to Diversity:** As a **WBENC and NMSDC-certified organization,** we champion inclusivity, equity, and equal opportunity.
  - **Recognition & Stability:** Be part of an **award-winning company** with a **33% annual growth rate** over the past five years and a reputation for excellence in staffing solutions.
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### Interview Process

The selection process includes **three rounds:**

1. **Round 1:** Preliminary Discussion with HR
  2. **Round 2: Aptitude Test** (*Mandatory / Phones Not Allowed*)
  3. **Round 3:** Final Discussion with **Subject Matter Expert (SME)**
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### Service Agreement

A **1 year and 6 months** service agreement will be applicable post-joining.

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### Join MWIDM

We look forward to a successful collaboration and an engaging **placement drive** with your students. At MWIDM, we don't just offer jobs — we build **careers with purpose, growth, and global reach.**