



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

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*)
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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.

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**.