

GA Hiresync Roles and Responsibilities

1. Agency Manager

- **Purpose:** Primary target customer of GA Hiresync.
- **Responsibilities:**
 - Connect with clients regularly.
 - Approve job posts created by clients.
 - Assign approved job posts to recruiters.
 - Continuously track and manage recruiters' performance and progress.

2. Agency Recruiter

- **Purpose:** Handles the recruitment process for assigned job posts.
- **Responsibilities:**
 - View and manage assigned job posts.
 - Send resumes matching the job requirements.
 - Utilize **Gemini API Integration** for:
 - Parsing resumes.
 - Generating relevant resumes for job posts.
 - Interact with candidates and interviewers.
 - Schedule interviews and update statuses.
 - Track candidates until they successfully join the company.

3. Client

- **Purpose:** Customers of agencies who provide job openings.
- **Responsibilities:**
 - Connect to organizations via organization code.
 - Create job posts.
 - Review and shortlist applications sent by recruiters.
 - Act as the primary point of contact for agencies.
 - Finalize candidate selection, including **CTC** and additional benefits.

4. Interviewer

- **Purpose:** Conducts interviews for candidates.
- **Responsibilities:**
 - View upcoming interviews and assigned jobs.
 - Track interview statuses.
 - Update feedback and status after each interview.

5. Candidate

- **Purpose:** Job seekers interacting with recruiters and clients.
- **Responsibilities:**
 - Track status of their applications.
 - View feedback for each interview.
 - Monitor progress until final selection.

6. Accountant

- **Purpose:** Manages invoicing and payments.
- **Responsibilities:**
 - Track automatically generated invoices based on:
 - Accepted terms.
 - Candidate joining confirmations.
 - Alert clients for invoice payments.
 - Maintain historical invoice records.

7. Admin

- **Purpose:** Application-level administrator.
- **Responsibilities:**
 - Review and approve blog posts.
 - Handle tickets raised by users.

