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| **JOB DESCRIPTION** |
| **JOB DETAILS** |
| **Job Title** | **Talent Sourcing Executive – Foreign Jobs** |
| **Function** | Job Growth Manager  | **Location** | Gazipur |
| **Staff Supervised** | **Direct Reports:** NA | **Matrix Reports:** | **NA** |
| **Job Titles of Direct Reports** | Trainers & Recruiters |
| Vision India is a Business Conglomerate having three evolved business verticals - Staffing, Skilling & Advisory Services. With a 32000 associate base and 105+ Indian, MNC and Government of India/ State(s) entities proudly listed in our clientele, we offer an assurance of our proven credentials & differentiated service propositions across all the lines of our business to the clients across the country, APAC, Europe & Americas. It has recording consistent growth in the topline over the last years & stands proudly at INR 200 Crores for the year 2022-23, registering a 21% CAGR. It is poised for a much sharper top line growth in the forthcoming years riding on the projects commissioned in the last year besides the strong fundamentals on Staffing, Skilling & Advisory businesses.  |
| 1. **JOB PURPOSE**
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| The role holder will be responsible Source, Counsel the job seekers & align them with Jobs available as well as prospective jobs.The role incumbent would be deft in a start-up like environment and brings to fore, a strong challenger mind-set with proven abilities to influence peers across the eco-system and deliver a higher quality quantity mix for Communication & Personality Development.

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| 1. **KEY RESPONSIBILITIES**
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| **Sourcing :*** **Sourcing / Mobilizing Candidates for various Employment / Jobs project as per project guidelines as well as the need of hiring countries / organization.**
* Driving BTL (Below The Line) marketing activities include direct mail campaigns, road show, trade shows, canopy activities, catalogs, brand promotion activities, telemarketing, free sampling,
* Interacting with the institutional heads, Public representatives & opinion makers
* Promoting social media visibility by ensuring regular posts, replies, interaction, events etc on various platforms (Facebook, LinkedIn, YouTube, Twitter etc)

**Job Seekers counselling & Online Testing*** + **Orientation of job seekers about various opportunities available in India as well as in foreign counties**
	+ Ensuring coordination of Online Tests before sourcing with both internal team & prospective job seekers
	+ Analyzing the effectiveness & applicability of tests for each trade/industry/sector
	+ Provide feedback to Project Manager and Employment Manager with observations & recommendations

**Research & Assess the Impact of sourcing*** + Market research on job seekers in foreign countries & as well as on the agencies in foreign placements
	+ Analyze Sourcing, Training & Placement trends
	+ Share key observations with centers on periodical basis
	+ Ensure constant follow up towards key observations getting closed
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| **V. QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE** |
| **Minimum Qualifications** | * Any Graduate with 2 to 4 years of experience
* Knowledge of various marketing, sourcing & counselling methods especially in foreign [placements
* A patient and resilient personality, Passionate for Job
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# To know more about **Vision India,** visit us at [www.vispl.co.in](http://www.vispl.co.in); [www.justjob.co.in](http://www.justjob.co.in)