IRIS SOFTWARE
2019 Passing Out Batch

Company	**IRIS SOFTWARE**
Website	www.iris.com
Batch	**2019 Batch**
Date of Campus	Will be discussed later
Time	Will be discussed later
Venue	Will be discussed later
Eligible Degrees	B.Tech
Eligible Branches	All Branches
Eligibility Criteria	10th - 60 % Criteria 12th - 60 % Criteria Graduation - 60 % Criteria Post-Graduation - 60 % Criteria
Job Title	Interview Coordinator
Location	Gurgaon
Salary Package (CTC)	INR 3.0 LPA
Roles & Responsibility	• Unleash the potential of the North India - Delhi/NCR and Chandigarh market to begin with. • Scheduling and coordination for interview • Candidate management, follow up with the candidate, scheduling for interview • Document management • MIS with good knowledge of MS Excel • Interact with stakeholder, checking their availability, blocking the calendar • Excellent interpersonal and communication skills and attention to detail • Assist recruiters to managing internal and external job postings • Coordinate and communicate interview details to candidate, making certain s/he has all of the information necessary • Enter and maintain integrity of data in recruiting database and ATS/RMS • Facilitate travel arrangements and coordinate day of interview logistics for candidate
Skills Required	• Good oral and written communication skills

	• MIS with good knowledge of MS Office
How to Apply	Interested and eligible students need to apply on the link given below latest by **22nd Feb 2019 by 6:00 PM** **Click here to apply** Late entries will be automatically deleted.

My Best Wishes are with you !

Prof. Dr. Ajay Rana

Advisor