

## **Resource Specialist JD - Responsibilities**

- Maintains the HRIS database and maintains employees' leaves, medical and attendance record.
- Maintaining records related to personal files, grievances, performance reviews and disciplinary actions
- Develop recruitment strategies to increase the number of newcomers.
- Assists with job posting and advertisement processes and Source and help to recruit candidates by using database, social media and LinkedIn.
- Coordinate interviews, communicate with candidates at all stages of the recruitment process
- Screens applications and selects qualified candidates and Schedules interviews; oversees preparation of interview questions and other hiring and selection materials.
- Develop and Maintain industry partnership with universities and institutes.
- Attends and participates in college job fairs and recruiting sessions.
- work as the primary point of contact for all questions and requests, related to assigned programs and reviews.
- Conducting interviews to gather information on project goals and objectives