

**HR Recruiter****Purpose of the Role**

This role is responsible for delivering all facets of recruiting success throughout the organization. This will be achieved through the development of recruiting plans, employing sourcing strategies and resources as well as developing new, creative recruiting ideas

**Role Description**

- Responsible for creating recruiting and interviewing plan for each open position
- Work closely with Hiring Managers to develop position profile and to understand overall needs and requirements
- Efficiently and effectively fill open positions within the SLA
- Develop and Manage strong consultative relationships with hiring managers and candidates
- Develop a pool of qualified candidates in advance of need
- Research and recommend new sources for active and passive candidate recruiting
- Build networks to find qualified passive candidates
- Provide reporting and regular status updates to the Recruitment Manager
- Manage the Talent Acquisition function for the region
- Develop creative recruiting strategies to minimize the use of contingency and retained search firms; but where necessary, manage and coordinate recruitment efforts with retained and contingency recruitment vendors, and negotiate contracts and fee arrangements based on firm practices and procedures
- Interact effectively with all levels of employees, management, and partners in the local market, as well as with other Talent Acquisition team members
- Develop and maintain relationships with candidates, employees, other recruiters, college and university officials, alumni groups, as well as business and trade associations to foster an ongoing pipeline of highly qualified candidates for firm employment
- Keep hiring managers and local People and Culture representatives informed of recruitment efforts and progress

**Key Result Areas**

This will play a critical role in ensuring we are hiring the best possible talent. He / she will be responsible for the quality and effectiveness of the talent acquisition process and implementing strategies to identify, attract, and hire high quality employees. This role will partner and build effective relationships at all levels to ensure an efficient and successful recruitment process and has specific responsibility for a variety of recruiting-related activities for the region including: candidate sourcing, recruiting, interviewing, as well as tracking and reporting information

**Recruitment Specifications****Education**

Graduate with Post graduate education in Human Resources

**Work Experience**

Must Possess 1-3 years of experience in similar role

Must have significant recruiter experience, in multiple recruiting environments with a wide variety of job disciplines

Must be available to work a flexible work schedule (occasional nights and weekends may be required)

Exceptional oral, written, and interpersonal communication skills

Skilled in soliciting input and proactively evaluating business, client and candidate needs

Ability to build strong relationships and positively influence clients and colleagues Strong problem solving ability

Competency: Ability to Influence, Business Acumen ,Creativity ,Customer Sensitivity ,Execution Excellence/Do it Right, Passion ,Working Together,