

Job Description

Position title	Recruiter
Position Terms	Local National
Position reports to	HR Operations Section Head
Department	Human Resources
Work pattern	Rotator 21/21

Job purpose

the Recruiter will be responsible for quality and timely talent acquisition in multiple functional within the organization. The role will be responsible on recruiting staff in IFMS project, headhunting and manage the E2E hiring process from offer to on-seat.

The role will be involved in every aspect of the hiring process from sourcing through the onboarding of hires. Additionally, the Recruiter will drive marketing work within the Staffing spot and will ensure our processes are tight, scalable, and providing a positive candidate experience.

Duties and responsibilities

- Provide full recruiting support for all IFMS hiring needs
- Create a strong candidate pipeline through various sourcing methods including, but not limited to job boards, CES, referral programs, networking, University events, and community partnerships.
- Screen resumes and perform phone interviews to evaluate candidate qualifications
- Schedule and coordinate phone screens and on-site interviews
- Post/refresh job listings, monitor recruiting campaigns on company LinkedIn page as well as external job sites such CES / Community.
- Coordinate interviews and greet candidates upon their arrival and escort them to their respective interviews
- Confirm new hire start dates and coordinate completion of offer, hiring forms, documents, badges and notify HR C&B for contracts creation.
- Follow up with line managers and HR Talents to fill the required vacancies.
- Create and implement innovative and unique strategies for finding both passive and active candidates
- Drive Staffing projects such as creating candidate packets, questionnaires' and assessment.
- Provide onboarding sessions and be the first HR focal point to all candidates and new joiners.
- Fill and complete all recruitment & hiring required forms such as hiring, onboarding forms.

Qualifications

- University Degree
- 3 years in HR & recruitment, selection and attraction experience

Language proficiency, computer and software skills

- Intermediate skills in MS Office (Excel, Word & PowerPoint)
- Advanced English Language Skills (Reading, Writing & Speaking)

Skills

- Proven track record experience
- Strong interpersonal and self-awareness with good written and verbal communication skills
- Good orientation and relationship-building skills; comfortable working with various types of people in different contexts
- Very good Selection, attraction and screening skills
- Depth of experience in sourcing passive candidates
- Able to juggle multiple and competing priorities with the utmost professionalism and integrity
- Good interview and presentation skills