

HR Recruiter Jobs In Sharjah | Suffa Bakers

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Company: Suffa Bakers

Location: Sharjah

Category: office-and-administrative-support

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Job Description

Facilitate easy decision-making for top-level management through prompt provision of in-depth recruitment records.

Portray good command of concise planning to meet the company's recruitment demands.

Ensure the timely and cost effective fulfillment of all open requisitions with quality talent, and proactively lead updates on all open positions.

Plan a full-proof hiring process that covers the six stages of recruitment, from preparation to the onboarding stage.

Develop and update job descriptions and job specifications.

Survey prominent hiring portals to upload company requirements for appropriate candidates.

Skills

Adept in portraying excellent soft skills during interviews and formal meetings.

Strong analytical thinking and problem solving skills;

Ability to conduct a swift interview and selection process to hire suitable candidates within the prescribed time limit.

Proven work experience as a Recruiter

In-depth knowledge of telephonic, lunch, puzzle, video, and group interviews.

Dynamic individual with an HR background with an ability to screen and select suitable candidates.

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