

United Arab Emirates Jobs Expertini®

Recruiter

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Company: Confidential

Location: dubai

Category: other-general

Key Accountabilities: Advertise job openings on the company's Careers page, LinkedIn & internally. Create vacancies on our ATS Greenhouse. Conduct kick-off calls with hiring managers to understand recruitment requirements specific to each role. Source potential candidates through online channels (e.g., LinkedIn Recruiter and other job sites as & when required). Manage candidate pipelines on Greenhouse - screen incoming resumes & vet for salary expectations, notice periods, etc. Provide shortlisted CVs of qualified candidates to hiring managers. Arrange interviews (via phone, online, and in-person) including assessments/ tasks/ role plays. Push our offers to selected candidates. Negotiate and close candidates at the offer stage. Draft contracts for selected candidates. Send out interview regrets to unsuccessful candidates. Action onboarding items once the contract has been signed before the new hire can be handed over to the HR Operations team.

Qualifications, experience, & skills: Bachelor's degree in any discipline, HR Management is preferred Solid verbal and written communication skills Candidates should be present within the UAE with a valid residence visa Minimum 2-3 years of working experience in recruitment Familiarity with Applicant Tracking Systems Familiarity with LinkedIn Recruiter Experience with sourcing techniques & interviewing Understanding of referral programs

#J-18808-Ljbffr

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