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Recruiter (Fixed-Term Contract) Jobs in Dubai, United Arab Emirates Created: 05-Dec-2023 16:13:19

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and any other applications, funneling the best profiles to Talent Partners
Reformatting and organising any documents needed for the talent team, such as careers application forms , job descriptions, feedback forms, and reference checks .Support Talent Partners by coordinating booking processes for interviews, as needed
Draft and send recruiting emails to the desired candidates
Create talent pools for future hiring needs, always staying ahead of the company's talent needs
Maintain and update our applicant databases through our Applicant Tracking System, Workable
Prepare candidate profile decks and ensure thoroughness and consistency in each candidate profile
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