

Recruitment Coordinator Jobs In Ajman | Korn Ferry

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Company: Korn Ferry

Location: ajman

Category: other-general

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About the job

Job Description The Recruitment Coordinator is a key member of our Projects client recruitment delivery team, responsible for all aspects of coordination and administration activity for the end-to-end hiring process. You will be a focal point for candidates and hiring managers during the sourcing and assessment process and will act as an ambassador for the organisation. Support the administration and co-ordination of the end to end hiring activities of assigned requisitions, ensuring an efficient and effective service is delivered to all involved in the hiring process.

Coordinate all elements of candidate assessment coordination including sending meeting invites, booking rooms, organising Video Conferencing.

Support with other administrative activities such as reporting, printing documentation, preparation of Interview guides, candidate correspondence, career events and all other reasonable administration requests.

Track, update and maintain candidate data in the applicant tracking system (ATS) in real time.

Manage job postings process internally and externally as applicable in a timely and accurate manner ensuring quality control of information displayed and brand image.

Skills & Experience Fluency in written and verbal English & Arabic

Exceptional communication and interpersonal skills.

Excellent time management, prioritisation and organisational skills with a high work standards

and attention to detail.

Flexible and adaptable to change, able to work in a fast-paced environment whilst ensuring a high work standard and attention to detail

Ability to analyse large amounts of information diagnosing problems and recommending appropriate solutions.

Ability to learn and adapt quickly to new knowledge related to Talent Acquisition systems and processes.

Strong technical and systems aptitude with a working knowledge of Microsoft Office Suite.

Familiarity with basic employment legislation is desirable.

Resilient and self-confident with the ability to think on your feet while under pressure.

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