

Recruitment Coordinator Jobs In Dubai | TASC Outsourcing

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Company: TASC Outsourcing

Location: Dubai

Category: office-and-administrative-support

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Job Description

Provide analytical and well documented recruiting reports to the rest of the team

Plans and fulfills recruitment timelines

Utilize various platforms to attract skilled professionals for various organizational profiles.

Discuss existing organizational requirements to conduct an efficient talent hiring process.

Work with concerned managements to develop accurate job profile descriptions as per requirements.

Prepare recruitment materials and post jobs to appropriate job board.

Skills

Ability to conduct interviews in a clear and concise manner.

Portraying sound knowledge of the recruitment cycle through streamlined thinking and clear decision-making.

Time management skills;

Proven work experience as a Recruiter

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

Bachelor Degree in HR or any related field.

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