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Recruitment Specialist Jobs In Abu Dhabi | TAZWEED EMPLOYMENT SERVICES

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Company: TAZWEED EMPLOYMENT SERVICES

Location: , Abu Dhabi Emirate, United Arab Emirates

Category: office-and-administrative-support

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About the job

Responsibilities

Build and report on quarterly and annual hiring plans.

Create and publish job ads in various portals.

Network with potential hires through professional groups on social media and during events

Collaborate with hiring managers to set qualification criteria for future employees.

Screen resumes and job applications.

Conduct initial phone screens to create shortlists of qualified candidates.

Interview candidates in-person for a wide range of roles (junior, senior, and executive)

Track hiring metrics including time-to-hire, time-to-fill, and source of hire.

Maintain a database of potential candidates for future job openings.

Requirements

5-7 years of proven experience as a recruitment specialist, recruiter, or similar role in aerospace & defence industry.

Hands-on experience with the largest job sites

Knowledge of sourcing techniques on social media and niche professional websites

Familiarity with applicant tracking systems.

Strong interpersonal skills

Good written and verbal communications skills

Bachelor of degree in human resource, management, or any relevant field

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