

## Recruitment Specialist Jobs in Dubai | Transguard Careers

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Company: Transguard Group

Location: dubai

Category: other-general

Recruitment Specialist Jobs in Dubai – Job Description1- Recruitment Specialist

Job: Full Time

Location: Dubai, UAE

Job Responsibilities:Develop and update job descriptions and job specifications.

Perform job and task analysis to document job requirements and objectives.

Prepare recruitment materials and post jobs to appropriate job board/newspapers/colleges etc.

Source and recruit candidates by using databases, social media etc.

Screen candidates resumes and job applications.

Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule.Job Requirements:Proven work experience as a

Recruiter (either an in-house recruiter or a staffing agency recruiter)

Solid ability to conduct different types of interviews (structured, competency-based, stress etc)

Hands on experience with various selection processes (video interviewing, phone interviewing, reference check etc)#J-18808-Ljbffr

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