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If you are an ambitious professional, in love with your career as a Recruiter, enjoy working with startups, and hiring from creative to management positions – we would like to meet you!

We are a fun, witty, and sometimes sarcastic bunch who knows how to put our game face on and get results.

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Responsibilities

Design and implement an overall recruiting strategy

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 the appropriate job board

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

Screen candidates resume and job applications

Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule

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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.)

Ability to organize skills assessment centers (in tray activities, work samples, psychometric and IQ/EQ tests, etc.)

Familiarity with HR databases, Applicant Tracking Systems (ATS), and Candidate Management Systems (CMS)

Hands-on experience with recruiting software

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