

Talent Acquisition Executive Jobs In Dubai | Zvoid

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Company: Zvoid

Location: dubai

Category: other-general

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Job Description Assist with the sourcing of candidates for media production positions, utilizing job boards, social media, and other recruitment channels

Review resumes and applications, and conduct initial screenings of candidates

Schedule interviews and coordinate interview logistics, including room reservations, travel arrangements, and candidate communication

Participate in candidate interviews and provide feedback to the Talent Acquisition Manager

Assist with the preparation of job offers and employment agreements

Conduct reference and background checks on potential hires

Assist with the onboarding process for new hires, including paperwork, orientation, and training

Maintain accurate records and documentation related to recruitment and hiring activities

Assist with the development and implementation of talent acquisition strategies and initiatives
Skills Experience in a talent acquisition or recruitment role, preferably in media production or related field

Strong communication and interpersonal skills, with the ability to build relationships with candidates, hiring managers, and other stakeholders

Strong organizational and time management skills, with the ability to manage multiple tasks and priorities

Attention to detail and ability to maintain accurate records and documentation

Ability to work independently and as part of a team in a fast-paced, deadline-driven

environment

Familiarity with applicant tracking systems and other recruitment software preferred

Knowledge of media production and the media industry a plus
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