

Talent Acquisition Specialist Jobs In Dubai | BEOND

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Company: BEOND

Location: , Dubai, United Arab Emirates

Category: office-and-administrative-support

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Description:

You will be responsible for leading the full 360 recruitment process for the Company. You will partner with the key stakeholders, leaders and hiring managers to drive Talent Acquisition strategies, goals, processes, and metrics whilst developing innovative ways to meet the Company's constantly expanding and evolving recruiting needs.

Responsibilities:

Manage the full talent acquisition lifecycle which includes; designing and implementing hiring strategies in terms of sourcing, interviewing, selection and offer management

Review and examine Job Descriptions/Job Requirements of all positions to be filled, ensure that applicants comply to established minimum selection criteria.

Create and execute multi-channel sourcing strategy to source candidates meeting job profile and/or building talent pool for current and future requirements.

Develop sources of qualified applicants through various channels like advertisements, internet sources (LinkedIn, job portals...etc), recruitment agencies or manpower service providers, employee referrals.

Manage Stakeholder Relationships – conduct interactions with hiring managers in a timely, professional and responsive manner

Identify & communicate continuous improvement opportunities and strategies

Conduct role briefing with hiring managers and set expectations for recruitment process

Provide information to hiring managers regarding market conditions, candidate availability, salary benchmarks

Use competency interviewing to identify and differentiate candidate in presentation and short-list process

Effectively communicate position opportunity and Company value proposition.

Interview, screen and evaluate candidates' resumes and create a shortlist

Coordinate interviews and all logistics with the interviewing team

Maintain Applicant Tracking System (ATS) to trace hiring activity from job posting up to selection and job offer (once ATS is in place)

Perform background & references screenings

Prepare offer letters, recruiting reports and other staffing administration functions as needed

Conduct regular follow-up with managers to determine the effectiveness of recruiting efforts
Ensure all screening, hiring, and selection is done in accordance with employment laws and regulations.

Requirements:

Bachelor's degree in Human Resources (or related field) with a minimum of 5 years' Recruitment experience, within the aviation Industry.

Full cycle recruitment knowledge, developing and executing sourcing methodologies to include market mapping, recruitment strategies and Boolean searches

Client facing experience interacting with Hiring Managers throughout the recruitment process

Excellent stakeholder management skills and the ability to build strong relationships at different levels within an organization

Experience conducting competency/behavioral based interviews. Knowledge of standard hiring practices, recruitment metrics, interview techniques, and management systems and approaches.

Proficiency with major job boards, social media platforms and application tracking system software

Ability to navigate ambiguity and prioritize different needs and plans to accommodate a

broad range of stakeholders and responsibilities

Have the ability to measure the caliber and competence of candidates against strict requirements and briefs provided.

Fluency in written and spoken English is a must.

#J-18808-Ljbffr

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