

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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Job 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.

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