

Talent Acquisition Specialist Jobs in Dubai | Transguard Careers

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Company: Transguard Group

Location: dubai

Category: other-general

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Description:

We are looking for an experienced Acquisition Specialist to take overall responsibility for film and television show production: /

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.

Assess applicants' relevant knowledge, skills, soft skills, experience, and aptitudes.

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)

Hands-on experience with recruiting software, as well as Human Resource Information Systems (HRIS) or Human Resource Management Systems (HRMS)

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