

# United Arab Emirates Jobs Expertini®

## Talent Acquisition Specialist Jobs in Dubai UAE 2023 | Zabeel Group

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Company: Zabeel Group

Location: dubai

Category: other-general

Talent Acquisition Specialist Jobs in Dubai UAE 2023 | Zabeel Group

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Description:

Acquisition Specialist Perform job and task analysis to document job requirements and objectives Prepare recruitment materials and post jobs to appropriate job board/newspapers/colleges etc:/

Job Responsibilities:

Develop and update job descriptions and job specifications.

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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