

## Talent Sourcer Jobs In Dubai | Huda Beauty

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Company: Huda Beauty

Location: dubai

Category: other-general

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#### About the job

**Who We Are:**At Huda Beauty, our Vision is to lead in creating a democratized beauty industry where power is given back to people to define, create, and enjoy beauty for themselves! Launched by award-winning beauty powerhouse Huda Kattan in 2013, Huda Beauty is one of the world's fastest growing beauty brands. As a company, we are fueled by purpose and not profit, this allows us to approach things differently so that we can create products, content, and a community like no other. A lot has changed since our launch in 2013, but something that will forever remain at the core of Huda Beauty is our focus on business excellence and our unwavering passion for kindness!

#### Responsibilities:

Work alongside the Talent Partners to search, screen, interview, select the potential, and qualified candidates

Help draft JDs and post live jobs on LinkedIn and other job boards/sites as needed

Field applications from the Huda Beauty careers page, company email, LinkedIn, and any other applications, funneling the best profiles to Talent Partners

Reformatting and organising any documents needed for the talent team, such as careers application forms, job descriptions, feedback forms, and reference checks.

Support Talent Partners by coordinating booking processes for interviews, as needed

Draft and send recruiting emails to the desired candidates

Create talent pools for future hiring needs, always staying ahead of the company's talent needs

Maintain and update our applicant databases through our Applicant Tracking System, Workable

Prepare candidate profile decks and ensure thoroughness and consistency in each candidate profile

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