**Recruitment Specialist job description**

**Job brief**

The process of recruiting is a creative one, as it involves using both traditional and non-traditional resources and a network of established contacts to identify and attract talent. Resources often include community networking events, job fairs, online sources, career fairs, and advertising/marketing programs.

Recruiting may also involve headhunting, a term used to describe finding candidates who are currently employed and convincing them to change employers. The process of headhunting is usually reserved for recruiters seeking to fill professional and executive-level positions.

**Responsibilities**

* Work with HR Manager on recruiting planning.
* Establish recruiting requirements by studying organization plans and objectives;
* meeting with managers to discuss needs.
* Determines applicant requirements by studying job description and job
* qualifications.
* Attracts applicants by placing job advertisements; contacting recruiters, using
* newsgroups and job sites.
* Utilize the internet for recruitment.
* Post positions to appropriate Internet sources.
* Research new ways of using the internet for recruitment.
* Use social and professional networking sites to identify and source
* candidates.
* Determines applicant qualifications by interviewing applicants; analyzing
* responses; verifying references; comparing qualifications to job requirements.
* Arranges management interviews by coordinating schedules.
* Fills open positions efficiently and effectively.
* Develops a pool of qualified candidates in advance if need.
* Updates recruitment tracker and Orientation Training Plan.
* Manages the use of recruiters and headhunters.
* Creates contacts within the industry
* Maintains all pertinent applicant and interview data in the Human Resources
* Information System (HRIS).
* Performs reference and background checks for potential employees.
* Writes rejection letters
* Follows the CCR SOP on recruitment process
* Ensures that Authority to Recruit Form (ATR) is approved
* OTP and/or Position Description is attached to ATR
* Interview process
* Job Offer
* Employment Agreements
* Work Permit Process
* Arrival Guidelines
* Welcome Email
* Liaises with Male’ Office for pick up and work permit medicals
* Welcome Email
* Welcoming of New Hire
* Registration and resort orientation
* Applies for health Insurance, sends copy to Accounts and updates HR Records
* Updates candidates profile in HR system
* Handovers new hire documents to HR Coordinator for filing
* Sends list of new hires to CCR Trainer and enter names in the Training Calendar for NEO
* Assists in Staff Events
* Other HR tasks that may be assigned from time to time.

**Requirements**

* Most companies require that a recruitment specialist applicant have a bachelor's degree, and many prefer that the degree is in human resources or a related field.
* Those companies that do not require a 4-year degree may consider applicants with a combination of education and related experience.
* Two to three years of recruiting experience is preferred, if not required.
* The recruitment specialist must be organized and detail oriented.
* The individual must have excellent oral and written communication skills.
* Additionally, computer and Internet proficiency are important.
* The recruitment specialist must be able to work well independently but must also work as part of a team.
* Knowledge of hiring laws is vital.