**Hiring Specialist job description**

**Job brief**

XYZ Inc. is a leading company in our industry in the region. We're now hiring a Employment Specialist to help us keep growing. If you're excited to be part of a winning team, XYZ Inc. is a perfect place to get ahead. You'll be glad you applied to XYZ Inc.

**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**

* bachelor's degree, and prefer that the degree is in human resources or a related field.
* Two to three years of recruiting experience is preferred.
* 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.