

Job Title: Recruitment Specialist

Description

The position of Recruitment Specialist includes connecting with potential candidates online and offline, screening applications and supporting operations. We are gathering Specialists in the field of telecom and digital from Middle East, Asia, Africa, and Europe.

Main Responsibilities:

- Source and recruit candidates by using databases, LinkedIn, job boards, social media etc.
- Assist in preparation recruitment materials and posting jobs advertisements to appropriate job boards, websites, etc.
- Screen candidates resumes and job applications and conduct preliminary interviews
- Evaluate applicants by discussing the applicant's qualifications with the Operations and Management team
- Work closely with the candidates to obtain the relevant information/ documents to increase the compliance level and be able to present the candidates
- Receive all internal and external candidates' applications and search in the database the existence of a previous application which correspond to the mentioned criteria in the candidate's profile and job description
- Prepare the CVs in the necessary format for candidates to be submitted/ included in an offer
- Update the databases, internal reports, candidate files, project files, etc.
- Act as a point of contact and build influential candidate relationships during the selection process
- Provide feedback to candidates, regardless of the outcome of the recruitment process
- Provide information to the HR and Management Team and draft weekly reports
- Participate to company/ group and recruitments events (job fairs, conferences, etc.)

Requirements:

- Bachelor's Degree preferably in Human Resources or Technical field (Preferred)
- Previous experience working within an international/ recruitment environment is preferred.
- Strong knowledge of MS Office (Word, Excel, Power Point)
- English language is a must.
- Affinity for Telecom industry and good knowledge about technology
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What we offer:

- Competitive Salary + Bonus
- Working from modern office in the Skopje City Centre
- Background of a stable international company
- Great professional autonomy and supportive friendly team
- Possibility for further professional growth and career achievement
- Flexible working hours and remote work
- Private Health Insurance
- Team Buildings
- Work and travel – opportunity to spend some time in the other Salience offices and client locations

Please send a CV including full contact details for immediate and confidential consideration to jobs@salienceconsulting.ae. Those with appropriate experience will be contacted.