

Corporate Recruiter

Corporate Recruiter responsibilities include:

- Working closely with hiring managers to define needs and structure the recruitment plan
- Crafting the company's talent acquisition strategy
- Organizing all communications with candidates

Job description

We are looking for a Corporate Recruiter to be responsible for the full spectrum of the hiring plan from identifying needs and shortlisting candidates to closing successful hires.

Corporate Recruiter responsibilities include:

- Creating and publishing job ads
- Interviewing candidates and seeking out new candidate sources.

To be successful in this role, you should have experience with full-cycle recruitment and great communication skills.

Ultimately, you will maintain and improve:

- Our employer brands
- Ensuring that we attract
- Hire and retain people who contribute to our company's growth.

Responsibilities

Work closely with hiring managers in various departments to define recruitment needs and plan the hiring process

- Set hiring goals (e.g. quarterly and annual)
- Track recruitment KPIs, like time to hire, source of hire and time to fill
- Manage all communication with candidates from the moment they apply until they get onboard
- Source candidates on job boards, resume databases, professional networks and through referrals
- Interview candidates at various stages of the hiring process (phone screening calls, video interviews and in-person meetings)
- Use skill assessment tools and tests to screen candidates
- Oversee internal and external communication, making sure that our company maintains a positive reputation as an employer (for example on Glassdoor, LinkedIn and social media)
- Organize hiring events and participate in job fairs to network with potential candidates

Requirements

- Work experience as an In-house Recruiter
- Familiarity with full cycle recruitment
- Hands-on experience with recruitment software and Applicant Tracking Systems

- Strong interviewing skills and familiarity with various interview techniques (like video or panel interviews)
- Experience with social media recruiting
- Understanding of HR practices and labor legislation
- Exceptional communication skills
- BSc in Human Resources Management or relevant degree



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