

Connect Ads is NOW HIRING!
Recruitment Specialist
Cairo - Egypt,

We are looking for a Recruitment Specialist to undertake all hiring activities: advertising open roles to interviewing candidates and closing hires. He/she will help define, develop, plan and implement recruiting strategies utilizing their market knowledge.

Roles & Responsibilities

- Build/report quarterly and annual hiring plans
- Create and publish job ads in various portals
- Network with potential hires through professional groups on social media and during events
- Collaborate with hiring managers to set qualification criteria for future employees
- Conduct initial phone screens to create shortlists of qualified candidates
- Interview candidates in-person for a wide range of roles (junior, senior and executive)
- Track hiring metrics including time-to-hire, time-to-fill and source of hire
- Design, distribute and measure results of candidate experience surveys
- Train and advise hiring managers on interviewing techniques and assessment methods
- Follow up with candidates throughout the hiring process
- Maintain a database of potential candidates for future job openings

Qualifications

- Proven experience as a Recruitment Specialist, Recruiter or similar role for at least 2 years
- Hands-on experience with recruitment platforms
- Knowledge of sourcing techniques
- Familiarity with applicant tracking systems
- Strong interpersonal skills
- Good written and verbal communications skills
- BSc in Human Resources Management, Organizational Psychology, Business Administration or relevant field
- Excellent communication skills in English. French &/or Italian would be a plus

To apply, send your CV via email to careers@connectads.com with the job title in subject line.