

**JOB PROFILE FORM**

# Recruiter / Recruitment Specialist / Talent Acquisition Specialist

**HIRING PROFILE****Job Responsibilities**

*Describe the job role and the day to day tasks involved.*

- Identify new candidates with the appropriate background and experience for each assigned position
- Reach out to the identified candidates via LinkedIn, phone, text, email, social networks, etc. and book a phone conversation with them to share the details of the new opportunity with the goal of getting them excited about the new position
- Conduct phone conversation to verbally present the details of the career opportunity to the candidate and get them excited about exploring a career move with us
- Phone screen candidates, identifying specific strengths and weaknesses and then use critical thinking to determine if they are a good fit for the requirements
- Write/type recruiter notes and a summary regarding each candidate and why they would be a good fit for the position (these notes will be passed along to the hiring managers and must be well written with proper usage of the English language, grammar, punctuations, etc.).

**Qualifications**

*Describe the qualifications the staff must have in terms of skills and capabilities*

- Graduate of a Bachelor's Degree of any related course
- Advanced English communication skills are required (both written and verbal with little to no foreign accent)
- Critical thinking skills are a must
- Must be coachable, open to learning our way of doing things and our processes which may be different then how they have previously been taught
- Must be friendly, collaborative, fun, and energetic
- Prior experience could include recruitment, phone sales and phone customer support.