



TALENT ACQUISITION SPECIALIST



ATTRACT THE VERY BEST

Build applicant sources by researching & contacting colleges, community services, employment agencies, recruiters, media & internet sites
Make presentations & provide organisation information, opportunities & benefits
Attract applicants by placing job advertisements, contacting recruiters, using newsgroups & job sites
Determine applicant requirements by studying job description & job qualifications
Determine applicant qualifications by interviewing applicants, analysing responses, verifying references & comparing qualifications to job requirements
Arrange team member interviews

Bachelors degree in Human Resource Management preferred
Fresh or 1+ year of prior work experience
Proficient in Microsoft Office
Willingness to take sole responsibility & push the limits
An eye for detail & a desire for perfection
Superb oral & written English & Urdu communication skills