

JOB POSTING REQUEST FORM

JOB DETAILS

Reference #	CP-113-2022
Company Name	SABIS
Industry	Education
Vacancy	Talent Acquisition Specialist
Number of vacancies for that position	1
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	FT
Major(s)	HR
Degree	Bachelor , Masters
Years of Experience	At least 2 years
Location	Adma
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<p>Ensuring an efficient recruitment process through screening, interviewing and selecting according to the company's policies and procedures. Assisting the Regional Talent Acquisition Manager with related matters.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Ensuring effective recruitment of regional positions in order to support schools staffing needs. • Sourcing potential candidates that fit SABIS® culture and requirements by constantly posting job ads on international recruitment websites. • Preparing advertisement content and design of mass emails in order to increase the number of received applications. • Contacting recruitment websites and universities to source candidates and participating in job fairs. • Conducting interviews with candidates in accordance with company policy and selecting best qualified short list to present to hiring manager. • Developing and maintaining statistical reports for the Regional Talent Acquisition Manager to remain updated on any progress/changes.

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- Updating the database of various recruitment sources (job portal companies, recruitment websites, universities, etc.).
- Managing vacancies on the recruitment website (SABIS® Careers) by posting vacancies in a timely and efficient manner to keep the vacancies relevant and in line with the SABIS® rules.
- Performing other related tasks as they arise and as delegated by the Management.

Ideal Requirements:

- Bachelor degree in Human Resources, Business Administration or equivalent
- A minimum of 2 years of experience in the field
- English proficient, French, Spanish are a plus
- Professional Behavior and Ethical Conduct
- Communication skills
- Ability to work within a team