

## JOB POSTING REQUEST FORM

### Job Details

Reference #	CP-150-2022
Company Name	ShareQ NGO
Industry	Livelihood
Vacancy	Senior Recruiter
Job Type( <i>FT, PT, Contractual, Seasonal</i> )	Monday to Friday 8:30AM to 5:30PM from office
Major(s)	HR, Work Psychology
Degree	BA or more
Years of Experience	Minimum 5 years of work experience
Location	Aintoura - Keserwan
Remuneration & Benefits	400 to 600 \$ fresh
Tasks& Responsibilities	<ul style="list-style-type: none"> <li>• Outreach to companies and potential employers in order to encourage them to recruit candidates with disabilities or financial challenges from Proabled database of candidates.</li> <li>• Support the HR personas who are searching for potential candidates in finding suitable profiles for the open vacancies.</li> <li>• Follow up with Proabled candidates to keep their profiles updated.</li> <li>• Prepare reports and documents related to Proabled activities.</li> <li>• Attend meetings, events and conferences related to Proabled's programs.</li> <li>• Assist the programs manager in any additional task related to Proabled programs.</li> <li>• Coordinate the work with other recruiters and make sure the CRM system is updated.</li> </ul>