

## JOB POSTING REQUEST FORM

### Job Details

Reference #	CP-210-2021
Company Name	Purple Martin
Industry	HR
Vacancy	Recruiter
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )*	Full Time
Major	HR
Years of Experience	2 years
Education	Bachelor Degree
Location	Antelias
Remuneration & Benefits	NSSF and Transportation
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• Analyze assigned positions and deeply understand all aspects and requirements of the job.</li> <li>• Set a sourcing strategy for attracting quality candidates to the assigned positions.</li> <li>• Assist in creating job advertisement and postings, when and as needed.</li> <li>• Conduct all types of screening and assessment interviews with candidates.</li> <li>• Keep clients informed about the recruitment progress.</li> <li>• Ensure a constant follow-up with candidates</li> <li>• Prepare all documents needed for each step of the recruitment process.</li> <li>• Update the ATS with candidate information and prepare internal reports for each assignment</li> <li>• Participate in the enhancement of the recruitment process.</li> <li>• Provide input for setting the company's marketing and recruitment communication strategy</li> <li>• Assist in the onboarding of new recruits</li> </ul>