

## JOB POSTING REQUEST FORM

### Job Details

Reference #	CP-330-2021
Company Name	Rasd Ltd.
Industry	Executive Search Consulting
Vacancy	Researcher – Senior Researcher
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	Full Time
Major(s)	Business, Economics, Psychology or a similar field from a recognized university.
Degree	BS - Masters is a plus.
Years of Experience	1-5 years in Research, Recruitment, HR, Business or a similar field.
Location	Beirut - Lebanon
Application Deadline	
Remuneration & Benefits	Salary + transportation + insurance
Tasks & Responsibilities	<p>1. Learn and perform research activities and task efficiently and effectively:</p> <ul style="list-style-type: none"> <li>- Gain strong understanding of projects including position objectives, industry sectors, experience, required candidates' skills, competencies and qualification criteria.</li> <li>- Perform research to identify target companies and candidates.</li> <li>- Contact candidates and conduct screening interviews for evaluation of job fit</li> <li>- Compile and present detailed profile summaries of short-listed candidates</li> <li>- Document and report findings and adhere to schedule and deadlines.</li> </ul> <p>2. Assure candidate data management on the company's candidate tracking system.</p> <p>Technical Skills:</p> <ul style="list-style-type: none"> <li>- Microsoft Office</li> <li>- Internet Research</li> <li>- Candidate Assessment</li> <li>- Database Management</li> <li>- Writing &amp; Oral Communication in English</li> </ul>

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Soft Skills:

- Team Player
- Analytical Thinker
- Resourceful / Creative
- Planning & Monitoring Skills
- Presentation Skills
- Inquisitive
- Persistent
- Time Management Skills