

## JOB POSTING REQUEST FORM

### Job Details

Reference #	CP-38-2022
Company Name	Talaco & Whish Money
Industry	Telecommunication - Financial Institution
Vacancy	Talent Acquisition Coordinator
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	Full Time
Major(s)	Business Administration, HR or equivalent
Degree	BA/MBA
Years of Experience	3 to 5
Location	Raouche Beirut
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	Fresh Part
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• <b>Role Includes:</b> <ul style="list-style-type: none"> <li>- Designing recruitment advertisements and post openings using different niche sites/channels to attract talents</li> <li>- Handling the full recruitment process for different positions from screening CVs, conducting phone interviews and interviews (virtual/face to face)</li> <li>- Conducting reference checks &amp; preparing employment offer letter for selected candidates</li> <li>- Coordinating with concerned parties to ensure a smooth and successful onboarding experience and checking areas of improvement in timely manner</li> <li>- Participating in probation period assessment meetings for new recruits and continuously following up on their performance</li> <li>- Maintaining an active and organized database of applicants for various positions</li> </ul> </li> <li>• <b>Requirements:</b> <ul style="list-style-type: none"> <li>- Bachelor in Human Resources Management, Business Administration or equivalent</li> <li>- 3 to 5 years of experience in recruitment</li> <li>- Excellent communication skills</li> <li>- Excellent command of English (speaking and writing)</li> </ul> </li> </ul>