

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-435-2021
Company Name	OMT
Industry	Financial Services
Vacancy	Senior Corporate Recruiter
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Full Time
Major(s)	Business Administration ; Human Resources
Degree	Bachelor 's degree ; Master's Degree is a plus
Years of Experience	5-7 years
Location	Head Office - Badaro, Beirut
Remuneration & Benefits	Medical & life insurance NSSF Yearly bonus depending on performance Schooling allowance Transportation
Tasks & Responsibilities	<p>Position Summary: Responsible for developing and implementing recruitment frameworks and for managing corporate recruitment activities and the full process in alignment with department strategy, business needs and objectives. Also contributes in other HR dpt. activities including organizational design, performance management, learning & development, policies, HR processes.</p> <p>Primary Duties and Responsibilities: <i>Recruitment</i> <i>Manpower planning</i> <i>Talent Acquisition process</i> <i>Talent Planning</i> <i>LinkedIn Management</i></p> <ul style="list-style-type: none"> • Designs the recruitment strategy and manages its implementation • Handles OMT Manpower planning process • Develops sourcing strategies aiming at enhancing attraction of talents and achieving required staffing levels

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- Builds effective working relationships with key universities, institutions, agencies, etc...for recruitment purposes
- Attracts top A+ Talents and ensures an engaging talent attraction and interviewing process
- Communicates and negotiates job offers with selected candidates
- Attends activities related to HR networking and recruitment events, job fairs
- Leads probation period assessment meetings for new recruits and follows-up continuously on their performance
- Meets with recruiting team for continuous recruitment discussions, feedback sharing, brainstorming on improvements and new initiatives
- Facilitates internal recruitment & mobility process (correspondence with Managers, transfer emails, data change communication, etc...)
- Maintains positive relationships with new hires and keeps on checking their feedback and onboarding experience
- Maintains, reviews and develops recruitment forms, policies, templates and matrix

HR Activities

- Collaborates with HR team on combining efforts and improving processes, sharing ideas, supporting in HR projects
- Supports in maintaining OMT culture and contributes in creating an inspiring team environment with an open communication culture; establishes a positive relationship and promotes a high level of employee morale and motivation
- Engages in HR projects and initiatives including organizational design, performance management, HRIS implementation, learning & development, events planning

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Analysis & Reporting

Budget & forecast

Data analysis & reporting

- Manages budget & forecast, prepares and analyses numbers and figures
- Discusses and shares ideas while the team brainstorms about a potential business case development, providing relevant information to help Management make sound decisions
- Connects frequently and actively with Staff probing for additional information and the context of the work assigned to improve the overall departmental output
- Demonstrates ability to look for relevant data while looking for problems (historical and upcoming)
- Shares input and brainstorms on HR dpt. surveys (questionnaires, reports, topics)
- Submits monthly & yearly reports and measures performance and results

Knowledge, Skills, and Abilities:

Qualifications:

- University degree in business administration, human resources or equivalent in major
- SHRM Senior Certified Professional (SHRM-SCP), or SHRM Certified Professional (SHRM-CP) or any HR –related certification is preferable
- MBA or Master's s in HR or HR Analytics is preferable

Technical Skills:

- Fully proficient in English and Arabic, French is a plus
- Proficiency in Microsoft Office and in HRIS/HCM solutions

Overall experience:

- 5-7 years

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Key Behavioral Competencies:

- Strong functional skills
- Critical thinking
- Highly skilled in handling difficult situations
- Ability to coordinate efforts of various teams
- Strong analytical and problem-solving skills with the ability to recommend & to implement proactively solutions to potential problems
- Strong interpersonal skills with a demonstrated ability to interact effectively with the company executives and Staff on all levels
- Talented in negotiations
- Process management & improvement

Key Interactions:

- External: External stakeholders including candidates, suppliers, universities, learning providers, events suppliers any other party as relevant to role
- Internal: Upper management, Executive Teams and all departments counterparts