

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-485-2021
Company Name	Brakket Group
Industry	Recruitment Consulting
Vacancy	Associate Recruiter
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Full-time
Major(s)	Business
Degree	Preferably Bachelor in Business Administration
Years of Experience	1-3
Location	Adlieh
Remuneration & Benefits	
Tasks & Responsibilities	<p>Title: Associate Recruiter</p> <p>Reporting to: Managing Partner</p> <p>Role Summary: The Associate Recruiter is responsible for performing research including companies & candidate identification, introduce opportunities to candidates, perform the preliminary assessment and assist in Business Development research.</p> <p>Duties:</p> <ul style="list-style-type: none"> • Study assignment criteria and parameters as set out in the agreement letter and contact records, then participate and contribute to the research planning phase of assignments • Gain strong understanding of search assignments & elements of Search Strategy (SS), Position Description (PD), and Core Requirements (CR) • Undertake initiatives to build rational objective understanding of the role of each specific assigned research project • Perform accurate research to identify target companies (market mapping) and candidates • Post jobs to appropriate job board/ newspapers/ colleges etc • Apply resourceful and creative research, find solutions for challenging research activities,

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and achieve tangible weekly progress for the assignments you are working on

- Set SMART objectives, and develop the skills required to verify research findings, and constantly improve the quality and time required to complete activities such as accurate company / candidate mapping, call screening, identification of bullseye candidates etc
- Contact candidates for opportunity presentation and evaluation of their initial congruence to search criteria and parameters. Document and report findings on Database (Invenias)
- Debrief candidates after their interviews with the clients
- Provide accurate, analytical, and well documented reports (Progress report, Shortlist Report, etc.) to the rest of the team
- Enter data accurately into Invenias and other relevant folders, and audit for accuracy and completeness of information
- Assist in innovation initiatives including automation, process optimization, templates generation, & new ways to identify & approach candidates
- Assist Business Development team & Engagement Managers in sharing critical market trends/shifts, developments in specific targeted companies, identification of prospect clients and key executives worth conducting business with

Requirements:

- Proficiency in Microsoft Office suite specially Excel, word & Powerpoint
- Operating a HR database, Applicant Tracking System (ATS) & CRM
- Candidate assessment skills
- Critical thinking & writing skills in English & Arabic
- Attention to details
- Bachelor's degree from a recognized university; Master's level is a plus

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- 2 to 3 years' experience in recruitment or executive search within a

developed corporate environment