

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-586-2022
Company Name	Talaco & Whish Money
Industry	Telecommunication / Financial Institution
Vacancy	Talent Acquisition Coordinator
Number of vacancies for that position	1
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Full time
Major(s)	Business Administration, HRM
Degree	Bachelor / Masters
Years of Experience	2 to 3 Years
Location	Raouche - Beirut
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	USD
Tasks & Responsibilities	<ul style="list-style-type: none"> - Designing recruitment advertisements and post openings using different niche sites/channels to attract talents - Handling the full recruitment process for different positions from screening CVs, conducting phone interviews and interviews (virtual/face to face) - Conducting reference checks & preparing employment offer letter for selected candidates - Coordinating with concerned parties to ensure a smooth and successful onboarding experience and checking areas of improvement in timely manner - Participating in probation period assessment meetings for new recruits and continuously following up on their performance - Maintaining an active and organized database of applicants for various positions