



DDC MLS d.o.o. Sarajevo

HR Recruiter (m/f)

Responsible for updating pool of external candidates

Design and branding job vacancies

Advertise job openings on job portals, social media, job boards, institutes, faculties, and internally

Responsible for answering applicant's emails

Craft recruiting emails to attract passive candidates

Screen incoming resumes and application forms

Administers job interviewing schedules for all job vacancies

Interview and test internal and external candidates (via phone, video, and in-person)

Send job offer emails and answer queries about compensation and benefits

Communication with job portals, employment bureau, and other possible channels for recruitment

Participate in job fairs and host in-house recruitment events

Collaborate with the lead recruiter to identify future hiring needs and timelines

Reports the progress on assigned job vacancies on the regular basis, communicates early warnings, and provide regular feedback about

the performance of the recruitment process

Providing guidance and consultancy to new recruits and also helping during the onboarding process

Other recruitment tasks

Experience in recruitment roles or similar HR roles

Experience in personal development, planning, and individual, team, and process performance management

Experience in personal organization and ability to prioritize and carry out multiple tasks

Proven experience in Microsoft Office Tools (Word, Excel, Access)

Proficient level of English language is a must, knowledge of an additional European language is an advantage

Experience with office procedures and practices

Ability to work under pressure and tough deadlines

Graduation from Bachelor degree (desirable)

Strong phone, email, and in-person communication skills

Excellent organizational skills, with an ability to prioritize important projects

Public speaking skills

Key Responsibilities:

Experience:

Knowledge and skills:

Location: Sarajevo ili Banja Luka

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If you are interested to join our team, we encourage you to share your background, interests and ambitions with us. All interested in this position can apply by visiting this link: <https://career.ddcce.ba/jobs> or by pressing the "Apply now button".

Lokacija: Banja Luka ili Sarajevo

Datum objave: 16. Feb 2022.

Datum isteka: 03. Mar 2022.