

Turkey Jobs Expertini®

Human Resources Specialist

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Company: Uplift People Consulting

Location: İstanbul

Category: other-general

Our client is a global player in sea, land, air, and logistics solutions, present in 160 countries through its network of more than 400 offices and 750 warehouses. We are actively searching for an **HR Specialist** for their growing team!

Requirements

As an HR Specialist with a primary focus on recruitment, your responsibilities will revolve around identifying, attracting, and retaining top talent for our client's organization. You will play a crucial role in shaping the workforce by sourcing candidates, conducting interviews, and facilitating the hiring process.

Key Responsibilities:

Talent Sourcing: Utilize various channels such as job boards, social media, networking, and referrals to attract a diverse pool of qualified candidates.

Candidate Screening: Review resumes and applications to assess candidates' qualifications and fit for the organization.

Interview Coordination: Schedule and conduct interviews, both in-person and virtually, ensuring a positive candidate experience throughout the process.

Assessment and Selection: Collaborate with hiring managers to evaluate candidates' skills, experience, and cultural fit to make informed hiring decisions.

Offer Management: Extend job offers, negotiate terms, and manage the offer acceptance process.

Onboarding Support: Coordinate the onboarding process for new hires, ensuring a smooth transition into the organization.

Actively participate in all HR processes to support HR business partners.

Candidate Requirements

Bachelor's degree in Human Resources, Business Administration, Psychology or a related field.

Similar experience in recruitment, either in-house or with a recruitment agency.

Strong understanding of recruitment best practices and industry trends.

Strong business and commercial understanding, and analytical thinking.

Excellent communication and interpersonal skills.

Ability to multitask, prioritize, and work efficiently in a fast-paced environment.

Good understanding of MS Office tools (Outlook, Excel) and HR software tools would be advantageous.

High focus and drive for results, willing to take ownership, and strong in follow-up.

Able to work on a multi-task base.

Proactive

Fluency in written and oral English is a must

Locating in İstanbul

Benefits

Working in agile, flexible, digital and social culture

Flexible working hours

Working 40 hours a week

Hybrid working

Birthday day off

Free breakfast on every monday morning

Fruit day on every wednesday

Happy hours

Yearly bonus

Transportation

Health insurance (including family members)

Life insurance

Meal Allowance (Cash/monthly)

Employee Asistance Program

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