

Turkey Jobs Expertini®

Recruitment Specialist

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Company: Huawei Telekomünikasyon Dış Ticaret Ltd

Location: İstanbul

Category: other-general

We are looking for a Recruitment Specialist responsible to manage all recruitment activities. It will be responsible for CV search, organizing interviews, taking an active role in the recruitment process, following up the phone interviews with the candidates, supporting HR team in the department.

Work with department managers to find the best employees for an organization, evaluate candidates, assessing their resumes and credentials, conduct interviews, and build a network of potential employees

Using web-based technology and social media to analyze hiring trends, post job vacancies, and following up with candidates during the hiring process

Formulating detailed job descriptions and posting them

Following up and managing the end to end recruitment process

Screen candidates resumes and job applications

Managing interview schedule for each step of the recruitment process

Cooperation with recruitment team

Managing related career portals

Requirements

Bachelor's degree

1 - 3 years recruitment experience especially in IT, telecommunication sector

Preferably Headhunting experience in consultant firms

Strong communication skills

Good command of written and spoken English

Strong skills in MS Office programs

Having good planning and organizing skills

Excellent communication and interpersonal skills

Ability to prioritize multiple tasks

Ability to work in a fast-paced, results-oriented, team environment

Confident, self-motivated with a flexible and proactive approach

Preferably living on the Asian side

Willing to work on-site (No Remote or Hybrid option)

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