

Recruiter

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Company: Lev Haolam

Location: Jerusalem

Category: other-general

Lev Haolam is seeking an experienced Recruiter to become a part of a dynamic and result driven international team of professionals. You will play a key role in searching and sourcing candidates, maintaining the candidate database, tracking applications, and ensuring a smooth candidate experience. You will drive the company's growth and team creation process, develop strong professional skills and simply enjoy your work within a team that embodies excellent company culture and ethics. Lev Haolam is an Israeli company that supports small and medium businesses in disputed territories of Israel through a subscription service for unique products from Israel and an online store. Our international team of specialists works tirelessly to create opportunities for the development of Israel. At Lev Haolam, we value efficiency, and openness to innovation, and offer a chance to make a significant impact on the company's growth and our clients. We have a young and ambitious team spread across 10 countries. English and Russian are our primary languages of communication. In this role, you will: Participate in the talent acquisition process in Lev Haolam Document job requirements and objectives: building the competence matrix Develop and update job descriptions with job specifications Prepare recruitment materials and post jobs to appropriate job boards such as /LinkedIn/HH/Telegram channels/ etc. Source and recruit candidates by using databases, social media etc Screen candidates resumes and job applications Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule (remote interviewing) Assess applicants' relevant knowledge, skills, soft skills, experience and aptitudes Provide analytical and well documented recruiting reports Act as a point of contact and build influential candidate

relationships during the selection process Promote the company's reputation keeping the candidate experience to the highest recruitment standards. Participate in recruitment strategy creation and its implementation Research for the international hiring optimization: new resources, portals and tools Research for the Recruitment optimization tools and standards: in remote working environment What we expect from candidates: Proficiency in sourcing and interviewing (screening) Experience of searching for specialists in the international market; the USA, RF, Europe and other countries Hands on experience with various selection processes (video interviewing, phone interviewing, reference check etc) Solid ability to conduct different types of interviews (structured, competency-based, etc) Experience in a multitasking thread Excellent communication and interpersonal skills Fluent English C1 (most interviews will be in English) and Russian C1 The knowledge of the Israeli employment market is a big plus Hebrew language is a great plus Proactivity, independence, initiative We offer: International company with a focus on the US market Opportunities for professional growth and performance-based income growth Hourly rate in USD Service agreement (requires individual entrepreneurship or self-employment status) Fully remote work format Powered by JazzHR

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Generated on: 2024-05-02 by Expertini.Com