

WE ARE HIRING

RECRUITMENT SPECIALISTS



KEY ROLE

The Recruitment Specialist is responsible for sourcing, screening, interviewing and hiring applicants based on the standards and requirements that Rocket Station has set.



RESPONSIBILITIES

- Work and collaborate with the Recruiting Lead in implementing recruiting strategies to meet recruiting requirements and business needs.
- Assess applicants' relevant knowledge, skills, soft skills, experience and aptitude through online assessment, interviews and role plays to ensure that qualifications required for the Virtual Assistant position are met.
- Validate information on the applicant's resume to make sure that basic requirements are met.
- Act as point of contact and build influential candidate relationships to ensure that applicant would be enticed to continue with the Recruiting process.
- Promote company's reputation as "best place to work" to effectively hire qualified candidates.
- Provide information about the company and the job to properly set candidates' expectations.
- Contact applicant leads in a timely manner to ensure efficiency.
- Work hand in hand with the training department by attending calibration sessions to make sure that the company's current standards are met.
- Comply with policies and standards and use a scorecard mandated by the company to document interview records and maintain objectivity.
- Schedule and conduct system/ equipment evaluation to onboarding applicants to ensure that all system requirements of the company and the clients are met.
- Handle proper endorsement of applicants to Orientation and Training to make sure that targets set are met.
- Update Recruitment Masterfile and Podio System to provide analytical and well-documented recruiting reports to the team and track lead status of all screening stages.



QUALIFICATIONS

- At least three (3) years proven work experience as a Recruiter preferably in a BPO/call center set-up handling volume recruitment .
- Graduate in BS/MS in Human Resources Management is an advantage
- Solid ability to conduct different types of interviews.
- Hands on experience with various selection processes (paper screening, phone interviewing, video interview, system check, reference check, etc).
- Excellent communication and interpersonal skills.
- Strong decision-making skills.
- Must be efficient with MS Office applications and Google Suite.

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SYSTEM REQUIREMENTS

- Computer Processor: at least i3 (for both primary and back-up computers)
- Computer Memory/RAM: at least 4.00 GB (for both primary and back-up computers)
- Computer Operating System: at least Windows 7 64-bit

Internet Speed

- Primary Connection: running on 8 Mbps wired plan (10mbps and up preferred)
- Back-up Connection: running at least 5 Mbps