

WE ARE LOOKING FOR A **RECRUITMENT COORDINATOR**



KEY ROLE

The Recruitment Coordinator is responsible for providing administrative support to the Recruitment Team and maintaining excellent applicant experience.



RESPONSIBILITIES

- Provides top-notch applicant care support to Rocket Station applicants through phone, chat and email in a timely and professional manner.
- Manages Recruitment's Appcare (Applicant Support Email) through timely email replies to applicant concerns and inquiries.
- Maintains/tracks Recruitment Follow-up Form and replies to all follow-ups within 24-48 hours
- Provide support to applicant processing through evaluation of applicant's work experience and system requirements.
- Maintains/Updates all assigned Recruitment trackers in a timely manner
- Ensures excellent recruitment experience to Rocket Station applicants by meeting applicant's needs in a courteous manner.
- Promotes the company's reputation as "best place to work" to effectively hire qualified candidates.
- Acts as point of contact in building candidate relationships to ensure that applicants would be enticed to continue with the recruiting process.
- Must directly work hand in hand and exhibit seamless applicant coordination with Recruitment Specialists.
- Will directly report to the Recruitment and Onboarding Leads most especially for urgent related matters.



QUALIFICATIONS

- At least 2 years of Recruitment or Sourcing experience is an advantage but not required
- Can maintain professionalism and high level of patience at all times
- Excellent communication and interpersonal skills
- Strong decision-making skills
- Possess strong organizational and time management skills
- Must be proficient with MS Office applications and Google Suite



SYSTEM REQUIREMENTS

- Computer Processor: at least i3 (for both primary and back-up computers)
- Computer Memory/RAM: at least 8.00 GB (for both primary and back-up computers)
- Computer Operating System: at least Windows 7 64-bit

Internet Speed

- Primary Connection: running on a 10 Mbps wired plan (above 10mbps preferred)
- Back-up Connection: running at least 10 Mbps

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