



**Dr. Pendl & Dr. Piswanger Albania**, the Human Resources Consulting Company, very successful in Albanian market since 2001, branch of Dr.Pendl & Dr.Piswanger GmbH in Vienna, is currently looking on behalf of our reputable client that is a market leader in its operational model, for an experienced professional for the position of

## Recruitment Specialist

*As a Recruitment Specialist you will be reporting to HR Director and will be part of a very dynamic team. In your role, you will undertake all hiring activities, from advertising open roles to interviewing candidates and closing hires in close cooperation with functional line managers.*

### Responsibilities of the position include:

- Build and report on quarterly and annual hiring plans
- Create and publish job ads in various portals
- Network with potential hires through professional groups on social media and during events
- Collaborate with hiring managers to set qualification criteria for future employees
- Screen resumes and job applications
- Conduct initial phone screens to create shortlists of qualified candidates
- Interview candidates in-person for a wide range of roles (junior, senior and executive)
- Track hiring metrics including time-to-hire, time-to-fill and source of hire
- Train and advise hiring managers on interviewing techniques and assessment methods
- Follow up with candidates throughout the hiring process
- Maintain a database of potential candidates for future job openings

### Job Knowledge Skills and Experience:

- Proven experience of minimum 2-3 years as a Recruitment Specialist or Recruiter
- Proficiency with applicant tracking systems and third-party job boards
- Knowledge of sourcing techniques on social media and niche professional websites
- Familiarity with applicant tracking systems
- Highly organized with the ability to prioritize multiple projects and tasks while managing their work time efficiently; superb attention to detail
- Ability to be a team player; adapt at working with multiple people with different backgrounds at any given time
- Fluency in English language both written and verbal
- **Process-driven:** you're constantly looking for ways to make things work more efficiently

Interested professionals are invited to send their professional resume until **17.03.2022** to the following e-mail address: [L.zhebo@pendlpiswanger.com](mailto:L.zhebo@pendlpiswanger.com)

