

Recruitment Coordinator

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Company: Saphunt

Location: Pakistan

Category: business-and-financial-operations

The Offer

Opportunity to make a positive impact

Role involving team management opportunities

Opening within a company with a solid track record of success

The Job

Your responsibilities will include:

Manage our shift booking operations as well as recruiting more staff into the business.

The ideal candidate will be confident and fluent in conversation, having strong persuasive skills in communication as the role requires communication with staff and stakeholders.

This is a lone working role therefore the candidate will be confident in managing their own time to deliver results promptly.

The environment is highly changeable and competitive and we are looking for a versatile candidate who will be flexible enough to accommodate the changes.

The Profile

You have at least 1 year experience within a Admin Assistant or Talent Acquisition role,

ideally within the Healthcare & Lifesciences and Professional Services industry.

You are organised and have good interpersonal skills.

You have good computer skills (MS Word, Excel, Powerpoint).

You pay strong attention to detail and deliver work that is of a high standard

You are highly goal driven and work well in fast paced environments

You possess strong analytical skills and are comfortable dealing with numerical data

The Employer

Our client is a family-owned Health & Social Care company serving our local communities.

Since 2020, our client services have expanded beyond Domiciliary Care to encompass vital staffing solutions for residential and nursing homes nationwide.

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