

## University Of South Asia USA Jobs Recruitment Specialist/ HR Specialist

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Company: University Of South Asia USA

Location: , , Pakistan

Category: office-and-administrative-support

University Of South Asia USA Jobs Recruitment Specialist/ HR Specialist:

Organization:University Of South Asia USA

????Job Opportunity:Recruitment Specialist/ HR Specialist?????????

Location:Gulberg Campus, Lahore

Job Type:Full-time

Salary: PKR 60,000 to 70,000

University of South Asia is on the hunt for a dynamic and passionate Recruitment Specialist to join our vibrant team! Are you a master of talent acquisition, with a knack for connecting with young minds and building relationships with universities? Then this is your chance to make a real impact!

????Job Role:

As a Recruitment Specialist, you will:

Develop and implement effective recruitment strategies to attract a diverse pool of qualified candidates.

Collaborate with department heads and hiring managers to understand staffing needs and requirements.

Conduct thorough job analysis to create accurate and compelling job descriptions.

Utilize various channels for sourcing candidates, including job boards, social media, university career centers, and professional networks.

Attend career fairs, industry events, and conferences to network and promote the university

as an employer of choice.

Review resumes and applications to identify candidates who meet the specified criteria.

Conduct initial screenings and interviews to assess candidates' qualifications, experience, and cultural fit.

Coordinate and participate in interview panels with relevant stakeholders.

Ensure a positive and professional candidate experience throughout the recruitment process.

Provide timely and constructive feedback to candidates.

Facilitate a smooth onboarding process for new hires.

Stay informed about employment laws and regulations to ensure compliance in the recruitment process.

Maintain accurate and up-to-date records in the applicant tracking system.

????Qualifications:

Master's or Bachelor's degree in Human Resources, Business Administration, or a related field.

Excellent communication and interpersonal skills.

Proven experience as a Recruitment Specialist or in a similar role.

Familiarity with applicant tracking systems and HR software.

Strong understanding of recruitment best practices and employment laws.

Application Process:Please send your resume along with a cover letter

tohr@usa.edu.pk.Please indicate the position you are applying for in the subject line.

Note:

Read the job details in image carefully.

Apply only if your credentials match the job requirements.

Candidates matching the job requirements will be considered.

Only shortlisted candidates will be called for Test / Interview.

Irrelevant/Incomplete applications will not be entertained.

Apply before the last date.

Applications received after last date will not be considered.

How to Apply:For More Details View The Image.

#J-18808-Ljbffr

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