



JOB TITLE: Recruiter

Location: Dar es Salaam

Job Description

Responsibilities

1. Facilitate the recruitment and placement process of new candidates whilst meeting monthly targets
2. Obtain request to fill vacancy from manager
3. Develop a relationship with business in order to obtain deeper insight into the business and specific recruitment requirements
4. By making use of current job profile prepare and place advertisement on various job portals
5. Where applicable, discuss further detailed job specs with the relevant manager.
6. Screen and shortlist applications received via job portals or referrals
7. Where insufficient or inadequate responses are received, recruitment will headhunt
8. Assist Management by Coordinating the interview process

9. Provide manager with complete interview pack inclusive of all relevant documentation
10. Administer tests and assessments
11. Conduct in-depth telephonic interviews with shortlisted candidates as requested by relevant manager

Requirements

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- Experience managing the full recruitment cycle, from sourcing to onboarding (not less than 2 years)
- **Proven work experience as a recruiter (sales & marketing domain) is an added advantage**
- Working knowledge of job boards and searching techniques
- Degree or Diploma in HR Management, Business Administration or related field
- Excellent communication and interpersonal skills

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