

RECRUITER

Full-time | Work from Home | Immediate Start



Join Tutopiya - The Proud Pioneers In Quality Online Education And Technology

JOB SCOPE:

- **Assisting in Recruitment and Selection of suitable candidates and tutors.**
- **Screen candidates by reviewing resumes and job applications and performing phone screenings.**
- **Perform reference checks as needed.**
- **Manage onboarding and new hire process.**
- **Stay abreast of recruiting trends and best practices.**
- **Manage the overall interview, selection, and closing process.**
- **Conducting inductions, On the job trainings and Evaluating the effectiveness of trainings.**
- **Conducting Performance Reviews of Staff and Tutors when needed.**
- **Assisting in other HR and Recruitment related tasks.**

REQUIREMENTS:

- **Previous experience in Recruitment.**
- **Good communication & Organizational Skills.**
- **Up to date with Latest Hiring Techniques using Social Media, Softwares & Platforms.**
- **Tech Savvy.**
- **Need to have a Laptop for work.**

Please email your CV to careers@tutopiya.com