

ARE YOU THE ONE?

we are looking for

Recruitment Officer

If you are the one, send your CV - careers@sicl.lk

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Recruitment Officer (Kegalle, Kurunegala, Matara, Colombo)

Job Role

Recruitment officers are responsible for sourcing, interviewing, and hiring new Non – Permanent Sales Staff. He/She should have a better understanding of the types of jobs that are available and which candidates would be best suited to those positions.

Main Responsibilities

- Helping the company attract candidates by promoting job opportunities through the use of social media and other tactics considering the recruitment budget.
- Interviewing and screening applicants to determine whether they are qualified for a position.
- Reviewing resumes and determines whether candidates meet the qualifications for the position.
- Conducting reference checks on candidates to ensure that they have good work ethics and experience for the job.
- Participating in hiring decisions with the Head of the Department.
- Maintaining contact with candidates throughout the hiring process to ensure that each step is completed on schedule.
- Scheduling and conducting interviews with candidates to evaluate their suitability for the job.
- Recommending candidates for hiring based on their qualifications, skills, and compatibility with the company culture.

Minimum Requirements

- Sound academic background in the Field of Human Resources/Business Management/Business Administration.
- Thorough hands on knowledge of all aspect of the human resources recruitment function
- Minimum 01 Year experience in a Similar Capacity.
- High Level of Computer Literacy
- Experience in Managing and Overseeing a talent team and evidence of transforming the recruitment function within an organization
- Proficient in MS Office

If you think that you're fit for the above position, please forward us your CV along with the contact details of two non-related referees to the address given below or to careers@sicl.lk within 07 days of this advertisement.