

Talent Acquisition

About us:

Quard Intel specializes in offering top-notch offshore team solutions to cater to the diverse needs of businesses. We have meticulously designed our offshore team solutions to address the challenges that businesses face in today's competitive landscape and empower businesses.

Summary:

We are seeking a talented and experienced **Talent Acquisition** to join our HR team. In this role, you will be responsible for sourcing, attracting, and hiring top-tier candidates for various positions within our organization. You will collaborate closely with hiring managers to understand their hiring needs and develop effective recruitment strategies.

Responsibilities:

- Partner with hiring managers to understand their hiring needs and develop effective recruitment strategies.
- Source potential candidates through online channels (e.g., social platforms and professional networks).
- Screen resumes and applications and update candidates on hiring processes.
- Interview candidates during various hiring stages, including phone, video, and in-person interviews.
- Assess candidates' skills, experience, and cultural fit for specific roles.
- Coordinate with hiring managers to schedule interviews and manage the interview process.
- Extend job offers and negotiate employment terms with candidates.
- Maintain candidate databases and keep accurate records of candidate interactions.
- Stay up-to-date with current recruiting trends and best practices.

Requirements:

- Proven work experience as a Talent Acquisition Specialist or similar role.
- Familiarity with Applicant Tracking Systems (ATS) and resume databases.
- Hands-on experience with full-cycle recruiting using various interview techniques and evaluation methods.
- Strong understanding of employment laws and regulations.
- Excellent verbal and written communication skills.
- A keen eye for detail and the ability to multitask effectively.

Benefits:

- Competitive remuneration and international exposure.
- Flexible work schedule and remote work options.
- Professional development opportunities.
- Collaborative and creative work environment.

If you are a talented Talent Acquisition seeking a challenging and rewarding opportunity, we encourage you to apply.

Please use this link to apply: <https://quard-intel.homerun.co/talent-acquisition/en/apply?&step=1>