JOB DESCRIPTION

| **TITLE** | RECRUITMENT OFFICER | | |
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| **Reports To** | [Insert Title] | | |

**Job Purpose**

The Recruitment Officer will be responsible for sourcing, interviewing, and hiring new employees to meet the organization's staffing needs. They will work closely with department managers to understand their hiring needs and will be responsible for the entire recruitment cycle.

The successful Recruitment Officer will excel in identifying and attracting top talent, managing multiple recruitment campaigns simultaneously, and fostering strong relationships with both hiring managers and candidates. This role requires a keen eye for detail in screening applications, a proactive approach to headhunting, and a strong alignment with the values and objectives of [organization name].

**Duties and Responsibilities**

Overall Responsibilities:

* Collaborate with department managers to identify staffing needs and develop job descriptions.
* Complete needs analyses for roles.
* Ensure comprehensive job descriptions and job postings are prepared.
* Utilize various recruitment channels, including job boards, social media, and networking events, to attract high-quality candidates.
* Conduct initial screenings and interviews to assess candidate suitability.
* Review resumes and cover letters.
* Ensure an equitable and defensible selection process is followed in every instance.
* Recommend several candidates for phase two of the hiring process and communicate with the department managers who are hiring to interview the candidates.
* Manage the job offer process, including negotiations, contract signing, and onboarding procedures.
* Have additional candidates selected in the event that a candidate refuses the offer.
* Maintain accurate and up-to-date records in the applicant tracking system.
* Ensure compliance with employment laws and organizational policies.
* Participate in job fairs and networking events to promote the organization.
* Conduct reference checks and background verifications as required.
* Update personnel records when employees leave the organization.
* Ensure the confidentiality of private information that is gathered during the job process at all times.
* Perform additional related duties as assigned.

**Qualifications**

* X years of experience as a recruitment officer or in other related work.
* A bachelor’s degree in human resources or a related field is required/preferred.
* Proficiency with MS Office applications and other related software (e.g., ATS).
* In-depth knowledge of local and federal labour law and employment equity regulations.
* In-depth knowledge of the recruitment and selection process.
* Prior experience with job boards, recruitment sites, and using social media to promote job openings.

**Core Competencies**

* Proficiency in full-cycle recruitment, from sourcing to onboarding.
* Strong interpersonal skills.
* Ability to manage multiple deadlines.
* Solid grasp of employment laws and compliance requirements.
* Exceptional communication skills, both written and verbal.
* High level of discretion and ethical approach to handling sensitive information.
* Excellent presentation and negotiation skills.

**Working Conditions**

* Standard schedule: [INSERT SCHEDULE, e.g. 8 AM to 5 PM, Mondays to Fridays]/flexible hours].
* May require overtime.
* Some travel may be required (e.g., attending job fairs, visiting college campuses, and meeting with applicants).
* May require sitting/standing long hours and prolonged use of computers.