

Educational Recruitment Specialist

Description

We are urgently hiring for the position of an inhouse Educational Recruitment Specialist

This is an inhouse recruitment.

Responsibilities

Main Role;

Responsible for sourcing highly skilled work-seekers within the education sector and successfully introducing them to the Company's clients

Duties and Responsibilities:

- To work closely with your Recruitment Supervisor supporting them in the management of their case load of work-seekers and clients; providing assistance and support throughout all stages of the recruitment process
- To establish and maintain an excellent rapport with your work-seekers, client base and co-workers
- Communicate clearly and effectively across multiple platforms including but not limited to telephone, webcam, emails and face-to-face. Ensuring all communication is logged accurately in the Company's online management system.
- Oversee your Recruitment Supervisor's calendar, by administrating and scheduling all appointments and interviews in your designated area.
- To ensure Safer Recruitment and Conduct Regulations guidelines are adhered to throughout all aspects of your work.
- Conduct screening tests, telephone and online interviews
- Abide by all the Company's policies and procedures, ensuring that Safeguarding and Safer Recruitment practices are implemented throughout every stage of the recruitment process.
- To report to the Recruitment Manager and Supervisor when requested.
- To undertake such other duties as may be reasonably demanded by the requirements of the business of the Company.

Qualifications

Degree in any discipline

Qualification in human resources, marketing, psychology, business studies or management will be an added advantage

Job Benefits

*Personal Progression plan

Hiring organization

Molly Distinct Consult Jobs

Employment Type

Full-time

Industry

Education

Job Location

Remote work from: Nigeria

Date posted

May 21, 2021

Valid through

07.06.2021

*Regular Incentives

Skills

- Good sales skills
- Confidence
- Energy
- Commercial awareness
- Excellent presentation skills
- Verbal communication skills
- Organizational skills
- Teamworking skills.