

Recruiter

OMNI OLM DOOEL is recruiting full-time, remote Recruiters to work from home for our clients – well-known American and Canadian brands.

We believe that if you have the right skills and motivation to be successful you will be a great fit for the team.

Work hours: USA working time (EST) – 15-23 in local Macedonian time.

KEY RESPONSIBILITIES:

- Efficiently and effectively fill open positions.
- Utilize various recruitment channels such as but not limited to: External Job Boards, Social Media Platforms, LinkedIn Talent Solutions, Employee Referrals, etc.
- Strategies creative means and practices to develop diverse pools of qualified applicants.
- Resume searching via Social Media Groups, LinkedIn, Indeed, plus additional platforms.
- Maintain a consistent recruitment and onboarding process.
- Conduct interviews and shortlist candidates for open positions.
- Schedule interviews for appropriate hiring managers.
- Administer and facilitate the recruitment and onboarding process: Pre-Employment Background Screening and Reference Checks.
- Assist in coordination with appropriate departments for a smooth onboarding transition.
- Understand job requirements and expectations.

QUALIFICATIONS:

- 2+ years of experience in Talent Acquisition and/or Talent Sourcing.
- Some experience leading the full recruitment cycle.
- Experience with LinkedIn Recruiter.
- Experience with Indeed.
- Insurance industry experience is an asset.
- Excellent verbal and written communication skills.
- Ability to work with various departments and foster teamwork.
- Ability to work independently with minimal supervision.
- Skills in database management and record keeping.
- Advanced level of English proficiency with a minimal foreign accent.
- Proficiency in relevant computer applications (Word, Excel, etc.).
- Great attention to detail.
- Owning a USB or Bluetooth headset (good quality) and a PC or a laptop with the following **Minimum Technical Requirements:**
 - Windows 10 Home or Pro
 - Processor: i5 or higher, AMD i5 or higher
 - 8 GB RAM or 16 GB RAM
 - CPU score: minimum 4k (you can check the processor score using the following website: https://www.cpubenchmark.net/cpu_list.php)
- Having an Internet Speed of a minimum of 30 Mb upload/download, preferably fiber optics (test at www.speedtest.net).

Brownie points for:

- A bachelor's degree in human resources, business administration, or related field.

WHAT WE OFFER:

- ✓ **Monthly gross salary = 650 EUR as a freelancer***
- ✓ Paid training period
- ✓ Paid time-off
- ✓ Full-time role – 40 working hours from Monday to Friday (no work on weekends)
- ✓ Work from anywhere as long as you have access to a PC/laptop and stable and fast Internet
- ✓ Possibility for learning, professional growth, and building an international career.

To apply send your up-to-date CV in English to: andrijana@omniolm.com before 31.05.2024.

****Please note that this is a gross salary. We kindly ask you to apply only if you are happy to work remotely as an independent contractor.***

We are an equal employer and we welcome everyone matching the experience and skills to apply.

***NOTE:** Only the most suitable candidates will be contacted.