

# HR Recruiter (FULLY REMOTE)

OMNI OLM DOOEL is recruiting full-time, remote Recruiters to work from home for our clients who are 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 or 16-24 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.
- Facilitate the recruitment & onboarding process: pre-employment background & 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 and Indeed.
- Insurance industry experience is an asset.
- Excellent verbal and written communication skills, as well as great attention to detail.
- 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.).

## RECRUITMENT PROCESS:

1. Email your most up-to-date CV in English to: [andrijana@omniolm.com](mailto:andrijana@omniolm.com) **before 15.11.2024**.
2. Send a voice introduction in English (maximum 2 minutes long) via WhatsApp voice message (the phone number will be emailed to you after we receive your CV).
3. Wait for an invitation to an interview or/and a job offer in your inbox (please check your Spam regularly).

## WHAT WE OFFER:

- ✓ **Monthly gross salary = 750 EUR – 810 EUR as a freelancer\***
- ✓ Paid training period and paid time off work
- ✓ 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.

*\*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.