



JOB DESCRIPTION FORM

Position:	Recruitment Specialist
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Organizational Information:	Department:	Human Resources
	Project:	North Macedonia Corridor 8 & 10d Motorway Project
	Immediate Supervisor:	Project Deputy Human Resources Manager
	Reporting Position(s):	-

Summary:	Responsible for identifying hiring needs and filling job openings. The responsibilities of a recruiter include identifying future hiring needs, designing job descriptions, sourcing candidates through databases and social media, conducting interviews, filing paperwork, and keeping abreast of employment law and legislation.
Primary Responsibilities:	<ul style="list-style-type: none"> Identifying future hiring needs and developing job descriptions and specifications. Collaborating with department managers to compile a consistent list of requirements. Attracting suitable candidates through databases, social media, etc. Conducting interviews and sorting through applicants to fill open positions. Assessing applicants' knowledge, skills, and experience to best suit open positions. Facilitate the offer process by extending the offer and negotiating employment terms. Completing paperwork for new hires. Keeping up to date on current employment legislation and regulations and enforcing them within the company. Providing recruitment reports to team managers.

Job Requirements:	Education Level:	Bachelor's Degree
	Discipline:	Human Resources, Business Administration, or similar
	Foreign Language:	Macedonian (Native), English (Advanced),
	Computer Skills:	Proficiency with MS Office, especially MS Excel and MS Word
	Functional Competencies (Technical Knowledge and Skills):	<ul style="list-style-type: none"> Excellent knowledge of Macedonia immigration laws and regulations Excellent attention to detail Excellent accurate documenting skills Driver license Demonstrate a customer service mindset and be responsible and reliable. Being able to work independently without supervision
	Experience:	Minimum 3 years of experience in relevant position
	Work Conditions:	Monday – Friday, 08:00 – 16:00
	Other:	