

Recruiting Officer



AMERITEL
BPO Services Inc.

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general classifieds

Seller Info

Name: AMERITEL BPO SERVICES
Email: hr@ameritelbpo.com
First Name: AMERITEL BPO
Last Name: SERVICES
Cell Phone: +63 (927) 835-6050
Address Line 1: Philippines
Address Line 2: Central Luzon Region III
Address Line 3: Pampanga
Street: 2b6, Phil Excel Business Park,
MA Roxas Hwy

Listing details

Common

Title: Recruiting Officer
Job Type: Full-Time
Description: AMERITEL BPO SERVICES is currently looking for RECRUITING OFFICER with full-cycle recruiting experience, from talent sourcing and attracting candidates to interviewing and hiring great employees.

Job Description

- Design and implement recruiting strategy
- Prepares job descriptions and job specifications
- Prepare recruitment materials and post jobs to appropriate job portal sites
- Source and recruit candidates
- Screen candidates resumes and job applications
- Conduct interviews
- Assess applicants' relevant knowledge, skills, experience and aptitudes
- Onboard new employees
- Monitor and apply HR recruiting best practices
- Provide analytical and well documented recruiting reports to the rest of the team
- Act as a point of contact and build influential candidate relationships during the selection process

Requirements:

- Proven work experience as a Recruiter (either an in-house recruiter or a staffing agency recruiter)

- Solid ability to conduct different types of interviews (structured, competency-based, stress etc)
- Hands on experience with various selection processes (phone interviewing, reference check etc)
- Excellent communication and interpersonal skills
- Strong decision-making skills

Interested?

Send your resume at jobs@ameritelbpo.com

Interview Schedules for walk-ins are from Monday til Friday 9:00 to 2:00pm

We are Located at Unit 2B6 Philexcel Business Park, Clark Freeport Zone Pampanga

You may also contact us through:

CONTACT NUMBERS: 0927-835-6050 /
0948-207-0475

Additional information

Company:	AMERITEL BPO Services Inc.
Contact Person:	Cha David
Cell Phone:	+63 (948) 207-0475
Telephone No:	+63 (045) 499-3364
Email:	hr@ameritelbpo.com

Location

Account address on the maps:	No
Address Line 1:	Philippines
Address Line 2:	Central Luzon Region III
Address Line 3:	Pampanga