

Recruitment Associate

- Full-time Employment
- Fully Remote
- PH Time Zone

About Us

We are an offshoring company on a mission to empower small and medium businesses across the globe by providing seamless staffing solutions while creating meaningful job opportunities and fostering growth for talented professionals in the Philippines.

If you are someone who is passionate about closing the gap between a hiring need and the job seekers, then we want you in our team!

The Role

You will work directly with the Recruitment Lead to fill job requirements from a diverse clientele. Our requisitions vary from customer service to IT professionals. If you are someone who is looking to grow their skills, this might be the perfect opportunity for you.

Your Responsibilities:

Full-cycle recruitment - from sourcing to initial interview

- Post jobs to different platforms and monitor the boards
- Build a competitive talent pipeline - may require outreach
- Review CVs received
- Schedule candidates for a screening interview
- Manage candidates at every hiring stage
- Conduct screening interviews
- Endorse shortlisted candidates to the Recruitment Lead
- Maintain up-to-date info in the applicant database
- Contribute to the improvement of the hiring process
- Other relevant ad hoc tasks

You must have:

- At least 2 years of remote work experience
- At least 2 years of relevant work experience
- Excellent English communication skills - written and oral
- Passion for speaking with people
- Solutions-driven attitude
- Organisational skills
- Professionalism - collaborative but can also work independently | sound judgment and can handle confidential information
- College-level education

- Home office set up - room, computer, noise-canceling headset, connectivity, and power

Nice-to-have:

- Prior experience in Recruitment and interviewing
- Relevant experience utilising JobAdder, job boards, and project management tools

Why join us?

- Excellent company culture
- Training and support from your immediate manager
- Opportunities for growth
- Formal employment setup
- Promotion to a regular employee
 - HMO + Group Life Insurance, and
 - 18 days annual leave credits