Recruitment Officer

Description

Job Summary:

The Recruitment Officer is responsible for sourcing, screening, and shortlisting qualified candidates for overseas or local employment based on client requirements. This role ensures a smooth and compliant recruitment process, from job posting and candidate evaluation to documentation and deployment coordination.

Responsibilities

- Source candidates through job boards, social media, job fairs, and partnerships with local government units or training institutions.
- Conduct initial interviews, screen resumes, and evaluate applicant qualifications based on client specifications.
- Coordinate schedules for trade tests, final interviews, orientations, and medical examinations.
- Ensure complete and accurate documentation of each applicant, including verifying credentials and government-issued requirements.
- Maintain and update applicant database and recruitment tracking systems.
- Provide updates and coordination with clients regarding recruitment progress.
- Assist in job posting creation, social media announcements, and applicant engagement.
- Work closely with the Documentation and Deployment teams to ensure timely processing.
- Adhere to recruitment policies, ethical standards, and legal regulations (e.g., POEA/DMW requirements).
- Contribute to continuous improvement of recruitment strategies and candidate experience.

Qualifications

- Bachelor's degree in Psychology, Human Resources, Business Administration, or a related field.
- At least 1 year of experience in recruitment or talent acquisition; preferably in a manpower or recruitment agency.
- Strong communication and interpersonal skills.
- Highly organized with attention to detail.
- Proficient in MS Office and applicant tracking systems.
- Knowledge of government recruitment requirements (POEA/DMW) is an advantage.

Hiring organization
Zontar Manpower Services Inc.

Employment Type
Full-time

Job Location
Manila, Philippines

Date posted
May 14, 2025