

Dominican Republic Jobs Expertini®

Recruiting and Sourcing Coordinator

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Company: Voiceteam

Location: Santiago de los Caballeros

Category: other-general

About Us: We are a service provider company that manages the customer service interaction of telecommunication, financial services, and utilities. Chosen by Mercado Magazine as one of the best companies to work for in the northern region of the country. Our focus is providing our employees benefits, growth opportunities, competitive salaries and generating wellness.

Our Mission is to be a strategic partner of our clients, providing Contact Center and BPO services, with the aim of generating well-being.

Job Overview: We are looking for a highly motivated and detail-oriented Recruiting and Sourcing Coordinator to join our dynamic Human Resources team at Voice Team. As a key member of our recruitment function, you will play a crucial role in coordinating recruitment efforts and sourcing qualified candidates to support our growing business.

Key Responsibilities:

Sourcing:

- Develop and execute comprehensive recruitment strategies to attract top talent.

- Utilize various sourcing methods, including online job boards, social media, and industry-specific platforms, to identify and attract top talent.

- Build and maintain a pipeline of qualified candidates for current and future hiring needs.

Recruitment Coordination:

- Manage the full recruitment lifecycle, including sourcing, interviewing, and negotiating

offers.

Coordinate and schedule interviews, assessments, and other recruitment-related activities with the Recruitment team members.

Assist in the creation and posting of job descriptions on relevant platforms.

Mentor and guide junior team members.

Collaborate with hiring managers to understand staffing needs and provide guidance on recruitment best practices.

Ensure a positive candidate experience throughout the recruitment process.

Data Management:

Manage and update candidate information in the applicant tracking system (ATS) to ensure accuracy.

Generate reports and metrics related to recruitment and sourcing activities.

Qualifications:

Bachelor's degree in Human Resources, Business, or a related field.

Proven experience in recruitment and sourcing, preferably in the BPO industry.

Familiarity with sourcing tools and techniques for identifying high-caliber candidates.

Excellent communication and interpersonal skills.

Strong organizational and time management abilities.

Proficiency in using applicant tracking systems (ATS) and other relevant tools.

Bilingual (Spanish & English)

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