

JOB TITLE	Recruitment Officer
LOCATION	Port Harcourt
DIVISION/DEPARTMENT	Human Resources
REPORTS TO	Head, Human Resources & Admin
WORK RELATIONSHIPS	Training Manager, HR Generalist
JOB SUMMARY	
Under the supervision of the HR Manager, responsible for filling all vacant positions within organization and on-boarding for new hires.	
ESSENTIAL JOB FUNCTIONS	
<ul style="list-style-type: none"> • Identify roles to be filled within the organization – this will be approved by the HR Manager • Responsible for manpower planning • Assists the HR Manager in designing job descriptions • Updates the organizational structure as and when required • Responsible for sourcing for suitable candidates for available positions and identifying suitable recruitment channels • Designs recruitment advertisements • Develops assessment tools for selection process • Screens applicants for basic compliance with position qualifications, summarizes CVs for easier evaluation by the departmental heads • Meets walk-in applicants, collects and assesses CVs • Obtains and assess all credentials of the candidates • Ensure all vacancies are filled with the suitable candidates within the targeted time. • Ensure all recruitment policies, procedures and techniques are adhered to and recommend improvements • Forwards collected CVs to the concerned departmental heads for evaluation and interviews • Schedules interviews and ensure departmental heads give feedback on each candidate • Sends interview feedback to candidates • Conducts new employee orientation and appraises employee of benefit options • Maintains an active and organized data bank of applicants for various positions • Generates recruitment related reports • Drafts employment letters and contracts for selected candidates • Responsible for designing induction process for new hires • Coordinates the entire induction process 	
EDUCATION:	Minimum of a Bachelor's degree in Sociology,

	Psychology or relevant field
TRAINING REQUIREMENTS:	Knowledge of recruitment techniques and processes
REQUIREMENTS:	<ul style="list-style-type: none"> • Good analytical skills • Ability to multitask • Detail oriented • Good organizational skills • Excellent communication and interpersonal skills • Report writing • Results oriented • Driven • Passion for work
EXPERIENCE:	<ul style="list-style-type: none"> • Minimum of two years post NYSC experience in recruitment and selection
OTHER REQUIREMENTS	
	Willing to relocate
	Willing to travel