

## Job Description

**Job Title:** Sourcing Recruiter

**Date:** ASAP

**Reporting to:** Human Resource Manager

**Location:** Hybrid

### Overview

Prioclen LTD is a fast-growing Nigerian based management consulting firm with its head-quarters in Abuja Nigeria. We have a forte in providing strategic consultancy and advisory services to organizations- private, governmental and individual firms, by creating and integrating information technology solutions to enhance their service delivery and ensure sustainable growth and development in niche-based brands to these individuals/ organizations.

### Purpose

We are looking for a dedicated recruiter to join our HR team in identifying hiring needs and filling job openings. The responsibilities of a recruiter include identifying future hiring needs, designing job descriptions, sourcing candidates through databases and social media, conducting interviews, filing paperwork, and keeping abreast of employment law and legislation. You should also monitor new and existing employees and act as their advocate.

A successful recruiter has excellent interpersonal skills, is organized and detail-oriented, remains up-to-date with employment legislature, and keeps informed in company hiring and internship programs. A good recruiter can assess candidates' skills, experience, and relevant knowledge and compare them to job requirements.

### Responsibilities:

- Identifying future hiring needs and developing job descriptions and specifications.
- Collaborating with department managers to compile a consistent list of requirements.
- Attracting suitable candidates through databases, online employment forums, social media, etc.
- Conducting interviews and sorting through applicants to fill open positions.
- Assessing applicants' knowledge, skills, and experience to best suit open positions.
- Completing paperwork for new hires.

- Promoting the company's reputation and attractiveness as a good employment opportunity.
- Managing internship programs.
- Keeping up-to-date on current employment legislation and regulations and enforcing them within the company.
- Providing recruitment reports to team managers
- Communicates and ensures compliance with various Human Resources policies, procedures, laws and Company programs
- Responsible for following all Remedy policies and procedures
- Respond to ad-hoc requests from global recruiting leads and senior HR partners
- Responsible for seasonal workforce planning, recruiting, hiring and on-boarding
- Responsible for partnering with the Employee Housing & Activities Manager appreciation & recognition programs
- Position will be hands-on with employee benefits, workers compensation, FMLA & ADA
- Hands-on with any/all HR related topics and/or situations regarding employee engagement
- Front-line promoter/manager for facility internal Climate Survey process and action-items teams & plans

## Requirements:

### Essential

- A bachelor's degree and Associate Degree in Business, Human Resources, Education, Behavioral Sciences, Human Resource Management, Public Administration, Industrial, Organizational Behavior, Business/Administration, Human Resources Management.
- The ability to conduct different types of interviews.
- Experience with recruitment processes and databases.
- The ability to design and implement recruiting strategies.

### Skills

- Excellent communication skills.
- Good interpersonal skills.
- Good decision-making skills.
- A working knowledge of employment law and legislation.

### Certification

- A professional certification in recruitment and selection processes
- A certification in Human Resource Management
- A CIPM, CIPD, SHRM, CTAP, RPL, ICTAP, SPHR, PHR certificate.

Desired

- A working knowledge of Workforce forecasting and planning.
- A working knowledge of talent sourcing
- Discernment and a good eye for creative talent
- Non-bias attitude towards talent sourcing.

## Summary Terms and Conditions

**Contract:** 12-month fixed term contract

**Salary:** Attractive Salary

**Annual leave:** 22 days holidays per annum pro rata excluding public holidays

**Pension:** Minimum 10% Employer contribution with minimum 8% Employee contribution

**Healthcare:** Company scheme subject to terms and conditions.

**Life assurance:** Company life assurance scheme.

**Location:** Abuja Nigeria

**Notes:** This post will be subject to background checks. A full statement of the main terms and conditions of employment will be supplied with any formal offer of employment. This job description does not form part of your contract of employment.

## How to apply

To apply for this job opportunity, please send a CV and covering letter to [recruitment@prioclen.com](mailto:recruitment@prioclen.com)

Unfortunately, because of the volume of applications we are likely to receive we regret that we are unable to respond to every unsuccessful applicant. If we have not made contact with you within 2 weeks of the closing date you have not been selected for interview on this occasion.