

Location: Makati, Philippines (Glass Tower)

Position: Recruiter – Night Shift

POSITION SUMMARY:

Due to the expansion of AG Globe Services, we are searching for Recruiter to cater to our global business needs.

The Recruiter will be supporting our client based in the United States. They will be responsible for developing and maintaining long standing and strategic relationships with clients and candidates. The Recruiter will combine demonstrable experience of implementing the recruitment process, effectively matching suitable candidates for suitable vacancies through qualification.

KEY ACCOUNTABILITIES:

- Ability to identify suitable candidates across a number of mediums and platforms; Data mining tools including Indeed, Monster, LinkedIn as well as some industry specific portals
- Establishing strong networks across multiple competencies and industries while utilizing social media and networking, to remain connected to them
- Working closely with the team to establish their needs and requirements for specific candidates
- Engage with client representatives based in the United States
- Effectively matching suitable candidates for suitable vacancies through qualification
- Connecting with candidates by using recruitment tools

QUALIFICATIONS / SKILLS REQUIRED:

- 2-5 years of Recruitment experience.
- Minimum 5+ years in a fast paced multi-tasking environment necessary.
- Must have excellent written and communications skills in English
- Experience recruiting large volumes of candidates for specific positions within strict deadlines.
- Must be able to work independently without supervision
- Must have a track record of success in making a superior match for clients resulting sustainable growth
- Be willing to work night shift from 8:30pm to 5:30am to support client based in the United States (Eastern Standard Time Zone)

EDUCATION:

- Bachelor's degree or equivalent

Please submit your updated resume to: grace@agglobeservices.com