

<b>Job Descriptions</b>	<b>Company:</b> _____		
	<b>Company Profile:</b> _____ _____		
<b>Job Title:</b>	HR Specialist	<b>Date:</b>	_____
<b>Job Description:</b>			
<p>Do you strive to be number one in everything you do? Are you looking to be part of a growing and dynamic organization? Do you love a challenge? Do you want to touch and change people's lives everyday?</p> <p>We have an immediate need for dedicated professionals to join our HR department.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Drafting job descriptions and identifying core competencies required for the position.</li> <li>• Preparing and posting the vacancies on our website.</li> <li>• Performing searches for qualified candidates according to relevant job criteria, using our database, networking as well as employee referrals.</li> <li>• Supporting the recruitment function by screening, interviewing and selecting candidates, whenever required while ensuring efficient comments documentation.</li> <li>• Coordinating interviews with the relevant managers.</li> <li>• Advising job applicants of the success or failure of their application.</li> <li>• Carrying out other HR related jobs.</li> </ul>			
<b>Job Location:</b>	_____ _____	<b>Company Industry:</b>	_____ _____
<b>Job Role:</b>	_____ _____	<b>Joining Date:</b>	_____
<b>Employment Status:</b>	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<b>Employment Type:</b>	<input type="checkbox"/> Employee <input type="checkbox"/> Internship, <input type="checkbox"/> Contractor <input type="checkbox"/> Temporary Employee
<b>Monthly Salary Range:</b>	_____ - _____	<b>Manages Others:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Number of Vacancies:</b>	_____	<b>Other:</b>	_____ _____
<b>Skills:</b>			
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Minimum of 1-3 years of experience in a similar profile is preferred.</li> <li>• Excellent communication skills, ability to deal with candidates and employees at all levels.</li> <li>• Strong attention to detail and good interpersonal skills.</li> <li>• Strong decision making and problem solving skills.</li> <li>• Ability to multi-task in fast-paced dynamic environment.</li> </ul>			

To post your job on \_\_\_\_\_, simply copy these fields and paste them into our online job posting builder.

<b>Career Level:</b>	<input type="checkbox"/> Student/Internship <input type="checkbox"/> Entry Level <input type="checkbox"/> Mid Career <input type="checkbox"/> Management, <input type="checkbox"/> Executive/Director <input type="checkbox"/> Senior Executive <input type="checkbox"/> President/CEO	<b>Years of Experience:</b>	_____ - _____ Years
<b>Residence Location:</b>	_____	<b>Preferred Gender:</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Nationality (s):</b>	_____	<b>Education:</b>	_____ _____
<b>Degree:</b>	<input type="checkbox"/> High School or Equivalent <input type="checkbox"/> Certification/Diploma <input type="checkbox"/> Bachelor's Degree/Higher Diploma <input type="checkbox"/> Master's Degree <input type="checkbox"/> Doctorate	<b>Other:</b>	
<b>Please Send Application to:</b>			
<b>Name:</b>	_____	<b>Email:</b>	_____
<b>Address:</b>	_____ _____	<b>Country:</b>	_____
<b>City:</b>	_____	<b>Zip/Postal Code:</b>	_____
<b>Phone:</b>	(____) _____	<b>Fax:</b>	(____) _____
<b>External URL:</b>	After you have completed this template, post your job on _____.		
<b>Internal URL:</b>	Website Address: _____		