

## Recruitment & OD Specialist

### Description

- Recruitment Specialist responsibilities include connecting with potential candidates online and offline, screening applications and supporting hiring managers. If you have experience evaluating candidates for roles of various fields and seniority levels, we'd like to meet you.
- Updating job analysis & job description and Setting KPI's .
- Responsible for updating Departmental Organization Chart .
- Collect the performance evaluation feedback from managers with recommendations and comments.
- ensure that all employees sign the final PA forms and informed by their scores.

### Qualifications

- [B.Sc.](#) degree in any relevant field of education.  
Experience: 1-3 years  
HR certificate (preferable)  
Excellent Computer Skills specially (visio)  
Skills: Communication skills, Analytical skills, Problem Solving, Time Management, Organized, Proactive and teamwork capability.

### Hiring organization

Roots Management Consultants on Behalf of Customer

### Employment Type

Full-time

### Job Location

cairo

### Date posted

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