

Recruitment manager

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Company: Maritime transportation

Location: Nairobi

Category: management

• Coordinate with department managers to forecast future hiring needs. • Negotiating with the selected candidates to ensure we attract the best talent while minimizing the recruitment costs. • Maintain a database & talent pipeline for potential hires. Draft and implement any Recruitment policies or handbook to be used as a guide and standard for the recruitment process. • Stay up-to-date on labor legislation and inform recruiters and managers about changes in regulations. • Participate in job/campus fairs and career events. • Build the company's professional network through relationships with HR professionals, HR agencies,colleges and other partners. Qualifications: • Proven work experience as a Recruiting Manager, Recruitment Consultant or Recruiting Coordinator. • Hands-on experience with Recruitment channels and HR databases • Knowledge of labor legislation • Experience with (phone and in-person) interviews, candidate screening and evaluation • Familiarity with social media and other professional networks (like Linked In) • Excellent verbal and written communication and team management skills

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