

Talent Acquisition Executive (Kigali)

Job Description

As a Talent Acquisition Specialist with a deep understanding of the company hiring needs, you will build a pipeline of competent local talent to fill the required roles. Being experienced in using multiple selection methodologies, you will assess candidates' cultural fit while determining if they meet the role requirements. You'll also participate in career events and build a rapport with potential hires.

What you'll do

- Source suitable candidates from internal databases, job portals, and career sites.
- Screen candidates using our established Topgrading methodology.
- Schedule and coordinate interviews in line with company procedure and participate in the selection process.
- Manage candidate databases and tracking systems.
- Prepare recruitment analytics and hiring reports.
- Spearhead recruitment activities such as career fairs and campus recruitment drives.

Requirements

- A university degree or other relevant professional qualifications in Business Administration, Human Resources, Organizational Psychology, or any other relevant field.
- Exposure to recruitment and selection processes and methodologies
- Proficiency in office software such as Word, Excel, etc.
- Excellent spoken and written English communication skills

What's good to have

- 1 or 2 years of experience in a Human Resources or Customer Service environment
- Experience as a recruiter in the financial or IT industries

Knowledge of applicable employment laws and regulations

Benefits

- Growth-inducing challenges
- Cooperative work environment
- Career progression opportunities
- Market-based salary
- Annual performance bonus
- Casual dress code