



Recruiter

Job Overview

Here at Green State Oil and Gas Services, Inc., we are one of the leaders in Support services to the Oil and Gas Sector in Guyana. We are hiring a Recruiter to join the Green State Oil and Gas Services, Inc. team. If you're hard-working and dedicated, Green State Oil and Gas Services, Inc. is an excellent place to grow your career.

Apply today!

- Establishes recruiting requirements by studying organization plans and objectives; meeting with managers to discuss needs
- Builds applicant sources by researching and contacting community services, colleges, recruiters, media, and internet sites; providing organization information, opportunities, and benefits; making presentations; maintaining rapport
- Determines applicant requirements by studying job descriptions and job qualifications.
- Attracts applicants by placing job advertisements, contacting recruiters, using newsgroups, etc.
- Determines applicant qualifications by interviewing applicants; analyzing responses; verifying references; comparing qualifications to job requirements
- Arranges interviews by coordinating schedules; arranges travel, lodging, and meals; escorting applicants to interviews; arranging community tours
- Evaluates applicants by discussing job requirements and applicant qualifications with managers, interviewing applicants on a consistent set of qualifications
- Manages new employee relocation by determining new employee requirements; negotiating with movers; arranging temporary housing; providing community introductions
- Recommend new policies and practices; monitoring job offers and compensation practices; emphasizing benefits and perks
- Manages intern program by conduction orientations; scheduling rotations and assignments; monitoring intern job contributions; coaching interns; advising managers on training and coaching
- Avoids legal challenges by understanding current legislation; enforcing regulations with managers; recommending new procedures; conducting training
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations

- Accomplishes human resources and organization mission by completing related results as needed.
- Other related duties.

Skills for Recruiter

Phone Skills, Recruiting, Interviewing Skills, People Skills, Supports Diversity, Employment Law, Results Driven, Professionalism, Organization, Project Management, Judgment.

Qualifications for Recruiter

- Bachelor's Degree in Human Resources, Business Administration, MBA/MSc, CIPS, or related field
- At least 2 years of recruiting experience preferred
- Ability to communicate effectively, both orally and in writing
- Demonstrated ability to establish effective and cooperative working relationships built on trust
- The ability to design and implement recruiting strategies
- Excellent organizational and time management skills
- Experience with recruitment processes and databases
- Comfortable making decisions independently
- Working knowledge of applicant tracking and HRIS systems
- Ability to manage a wide range of relationships with a variety of stakeholders
- Proficient in Microsoft Office
- Working knowledge of interview techniques and applicant screening methods
- Deep understanding of employment laws and regulations
- Familiar with a wide variety of sourcing avenues

How to Apply:

Send your application and CV/Resume via email to jobs@greenstateoilandgas.com

Closing Date:

Please make your submission on or before October 22, 2021.