

RECRUITMENT ASSISTANT VA UPWORK JOB AD

Title: Recruitment Assistant/Associate Recruitment Consultant

Dualta Doherty & Partners are specialists in international recruitment to recruitment(Rec2Rec) services and are an innovative and progressive recruitment agency based in Arundel, West Sussex.

We are expanding our operations and looking for an Associate Recruitment Consultant to join the team. We are a fully remote business with an existing team of 8 ranging from Arundel, Sheffield, Belgrade, Bucharest and Manilla.

Our Rec2Rec business is 6 years old and has grown year on year. This role will work closely with the existing team and the Rec2Rec Managing Director managing full end to end recruitment of Recruiters across the Legal, Compliance & Risk and FinTech, Tale Sales and Change & Transformation disciplines internationally. Most of our candidates are based in the UK and Ireland and we work closely with placing them into our clients in the US, Australia, Asia & Europe.

Job Overview

- Headhunting and sourcing candidates across LinkedIn, job boards and social media
- Arranging calls and initial interviews for the MD as well
- Interview coordination between candidates and clients by email and Whatsapp
- Managing the overall recruitment process from start to finish
- Writing and advertising jobs online, data entry and other administrative tasks
- Effectively using our Applicant Tracking System (Vincere/Loxo) and ensuring high qualities of data integrity
- Building and further developing relationships with existing clients across each region

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- Delivering exceptional levels of customer service to both candidates and clients
- Developing a personal brand linked to DD&P across social media and active participation in the company's marketing across LinkedIn, Facebook & Instagram

Requirements:

- Experience in recruiting and sourcing on LinkedIn preferable
- Strong administrative skills and someone positive and proactive
- Ambitious and hungry to succeed
- Driven with an ability to work autonomously as well as part of team
- Strong written and verbal English language skills

Package:

- Hourly rate depending upon experience
- Per Placement Performance Bonuses
- Internal training

Join us on LinkedIn by searching Dualta Doherty & Partners or listen to our Podcast channel – Recruiter Startup – on iTunes or Spotify.