

Technology In-House Recruiter
Recruitment, Western Cape CPT - Northern Suburbs
Reference: **BMTTI**

R20 000 - R R25 000

Our client based in Century City is currently looking for the skills and expertise of a Technology In-House Recruiter to provide proactive and effective candidate sourcing to their Technology Department.
This role aims on creating and maintaining an In-House Recruitment Agency within the business – sourcing, interviewing, short listing candidates, conducting reference checks and conducting risk assessments.

Duties will include, but are not limited to:

- Responsible for all external vacancies
- Advertise on relevant sites and mediums as necessary
- Ensure attractive job descriptions
- Advertise pipeline recruitment by utilizing: Referral programs; Graduate recruitment; Industry associate; Social Networking
- Recruitment and selection
- Attract and retain best-fit talent
- Interview job applicants; review application/resume; evaluate applicant skills and make recommendations regarding applicant's job fit
- Develop and maintain relationship with employment agencies, universities and other recruitment sources.
- Maintaining a database of candidates
- Candidate Assessments
- Reference Checking
- Regretting Candidates

Requirements:

- High levels of organizational and planning skills
- Good team player and ability to work independently
- Matric/Grade 12 or equivalent is essential
- Relevant HR related Degree/Diploma is essential
- High levels of commitment and drive
- Strong interpersonal skills
- Ability to work across all levels within the organization
- Strong motivation and influencing skills

Salary: R15 000 – R20 000

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Should you meet the above requirements and be interested in this position please Quote the Reference **BMTTI** and submit your CV together with your supporting documentation to recruitment@surgo.co.za or apply via this job page.

Please note that due to the high volume of CV's received; only shortlisted applicants will be contacted. Should you not receive communication from our offices within two weeks of submission please note that your application will not be considered for this position. We will keep your CV on file and re-establish contact with you should opportunities in line with your expertise become available again.

To view more of Surgo's latest positions, please visit our website at www.surgo.co.za

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