

# Senior Technical Recruiter

## OPPORTUNITY

Ainira Industries is currently seeking expression of interest for Senior Technical Recruiter positions in Bucharest, Romania; and Melbourne, Australia.

## JOB DESCRIPTION

This position requires an extremely perceptive person who can relate to individuals at all levels within the organisation. The Senior Technical Recruiter must be sensitive to corporate needs, employee goodwill, and the business requirements.

Senior Technical Recruiter will perform duties at the professional level in some or all of the following functional areas: employee relations, training, employment, affirmative action, and employment equity program, benefits management, and payroll functions.

## RESPONSIBILITIES

- Identify, screen, and qualify candidates for Engineering, Manufacturing, and IT positions
- Review, reformat and present resumes to hiring managers
- Source, screen, interview, and evaluate candidates
- Foster long-term relationships with candidates
- Evaluate and understand technical job requirement requirements
- Review applicants to verify if position requirements are met
- Format resumes meeting client expectations
- Create detailed job descriptions, and follow up with candidates
- Act as an employee relations specialist
- Maintains all employee and applicant documentation as dictated by governing agencies
- Distributes and monitors employee performance evaluations and ensures they are done in a timely manner (i.e. three months, six months, one year, and yearly thereafter)
- Updates, monitors and maintains eligible salary adjustments/increases based on three- and six-month and one-year evaluations
- Reports, maintains and monitors all workers' compensation case files; follow-up on open cases
- Monitors employee eligibility for benefits plans; reviews benefits with employees and processes enrolment, cancellation or changes
- Organises and manages annual open enrolment communications and election process
- Maintains and distributes a list of new and cancelled employees under each benefit plan

- Verifies benefit billing accuracy and processes for payment
- Other duties as assigned

### **SKILLS and ABILITIES**

- Bachelor's degree in human resources or related field or the equivalent years of experience
- 7+ years of Technical Recruiting Experience
- Machine Learning (ML) and Artificial Intelligence (AI) recruiting experience
- Combination of corporate and agency recruitment
- Ability to build strong relationships
- Ability to travel to career events as needed
- Ability to learn technical information
- Self-confidence and self-starter
- Office automation tools (MS Office etc.) for proofreading, editing, and formatting
- Good written and verbal communication skills
- Consultation, Critical Evaluation, and Ethical Practice
- Global and Cultural Awareness
- Relationship Management

### **COMPENSATION**

The Company offers a competitive compensation and benefits package.

### **APPLY**

Click "Apply" below or use form in the Contact section – quote the reference number HR-COR-0019. Only the shortlisted candidates will be contacted. Thank you for your interest.