Mobu Enterprises

RECRUITER

- Provide advice to companies looking to hire candidates for IT positions.
- Source, interview, and select applicants for technical positions.
- Meet with hiring managers to determine job duties.
- Write job descriptions.Match applicants to job openings.
- Source for future job openings.
- List job postings on job boards, social media, corporate career web sites, and other possible channels.
- View applications.
- Call applicants and perform phone screens.
- Have applicants come in for formal interviews.
- Instruct applicants on the nature of the job and whom they will be speaking with during the interview.
- Arrange for travel and lodging.
- Facilitate meeting between hiring manager and applicant.
- Interview applicants.
- Hand out and grade assessments.
- Participate in final selection of applicant.
- Create portfolio of possible candidates for hiring manager.
- Check references.
- Perform background checks on applicants and identify potential red flags.
- Initiate drug tests and interpret results.
- Inform candidate of company's decision.
- Compose offer letters and negotiate salary and benefits.Inform applicants not chosen of company's decision.
- Keep track of all applications file away important notations such as gender, race, and ethnicity.

CONTACT US

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No Requirements
www.shippingliving.com/employment