

# NOW HIRING

## Recruiter

**Are you ready to take your career to the next level?**

Looking to make a change **TODAY?**  
We want to meet **YOU!**

Sutherland is currently looking for an experienced, proactive and strategic-thinking professional to join our team as a Recruiter.

## ABOUT THE ROLE

Ensure the smooth running of all recruitment related processes, procedures and activities in the company; support his/her team and immediate supervisor in driving recruitment to achieve hiring targets; contact point for the employees' recruitment related inquiries. Cooperate with Account Managers and Team Managers to meet hiring requirements.

- Actively participate in all company recruitment activities;
- Research and develop different sources and methods of recruitment and to create and maintain a candidate database;
- Conducting tests and interviews;
- Preparing job offers;
- Prepare different inquiries and reports;
- Administrate the whole recruitment process from initiation to on-boarding.

## ABOUT YOU

- University degree (Psychology, Human resources management Business Administration)
- Two years of relevant recruitment experience
- Excellent computer literacy is compulsory ( MS Office; Internet)
- Excellent organization skills and ability to prioritize tasks
- Focus on achieving results and meeting deadlines
- Willingness for work in a dynamic sphere with changing priorities

## Life@Sutherland

The salary is competitive and there is also Excellent social benefits package including Health Insurance, Life Insurance, Food vouchers, Compliments Card, Transportation allowance. We also have Rewards and Recognition programs.

Pursue  
your  
passion,  
make a  
difference  
for our  
clients

Join us.



Where people and process  
come together.