



## TALENT ACQUISITION SPECIALIST

S. A. Knowledge Services (SAKS) is the global outsourcing arm of St Anthony's Group of Industries, specializing in Business Process Management and Knowledge Process Management Services in key areas of Finance & Accounting, Process Automation, Data Science & AI, Mobility and Customer Experience Services. We cater to a diverse portfolio of clients from the US, UK, Australia, Middle East and Sri Lanka.

### Responsibilities :

- Liaising with internal departments to determine recruitment needs.
- Determining selection criteria, hiring profiles, and job requirements for vacant positions.
- Sourcing potential candidates through online company career portals, recruitment sites, job boards, social platforms, as well as print media, posters, and flyers, when required.
- Managing hiring processes via electronic Applicant Tracking Systems.
- Evaluating applications and screening candidates via calls or emails, as well as facilitating pre-interview assessments.
- Compiling interview questions and conducting in-person or video call interviews with shortlisted candidates.
- Preparing hiring forecasts as part of the company's strategic planning.
- Documenting processes and fostering good relationships with potential candidates and past applicants.
- Developing hiring strategies and procedures in line with industry trends, as well as keeping informed of advancements in the field.

### Requirements :

- Bachelor's degree in human resources management, or similar.
- 2-3 years of experience in talent acquisition or similar.
- Certification obtained from the HR Certification Institute would be advantageous.
- Proficiency in Applicant Tracking Systems.
- Ability to liaise with internal departments and develop hiring strategies and profiles.
- Advanced knowledge of effective hiring platforms that attract suitable applicants.
- Exceptional ability to screen candidates, compile shortlists and interview candidates.
- Experience in creating awareness of the company brand and establishing professional relationships with candidates.
- Proficiency in documenting processes and keeping up with industry trends.
- Excellent interpersonal and communication skills

If you are confident that you are the one we are looking for, kindly forward your CV to the email address below, within 14 days with the position applied for in the subject line.

[careers@saksglobal.com](mailto:careers@saksglobal.com)

