



HR – Hiring Manager

Smart Offshore, leading and fastest growing business process outsourcing firm engaged in providing services to accountancy practices based in the United Kingdom and United States is looking for energetic individuals fill in the above position for our US based clientele.

General Job Responsibilities

- Source candidates for roles using a variety of search methods to build a robust candidate pipeline
- Screen candidates by reviewing resumes and job applications, and performing screenings
- Take ownership of candidate experience by designing and managing job postings, job descriptions, and position requirements
- Perform reference checks as needed
- Facilitate the offer process by extending offers to selected candidates
- Stay up to date on recruiting trends and best practices
- Manage the overall interview, selection, and closing process
- Ensure all screening, hiring, and selection is done in accordance with employment laws and regulations
- Partner with company leadership in defining and implementing the employee onboarding experience

The ideal candidate should have

- 4+ years of recruiting experience preferred
- Ability to communicate effectively
- Demonstrated ability to establish effective and cooperative working relationships built on trust
- Excellent organizational and time management skills
- Comfortable making decisions independently
- Ability to manage a wide range of relationships with a variety of stakeholders
- Understanding of effective interview techniques and applicant screening methods
- Solid understanding of employment laws and regulations
- Familiar with a wide variety of sourcing avenue

Salary

An attractive salary awaits for the right candidate and thereafter will commensurate with qualification and performance within the firm.

Working hours

Mon – Fri 09.30am to 06.30pm

Location

No 16, Station Road, Colombo 04.

Email your CV and covering letter to: jobs@smartoffshore.lk

We will correspond only with short listed applicants to arrange an interview.