

Talent Acquisition Associate @ Knok

contact@effitalents.com

Phone :

Web :



Job Summary

Vacancy :

Deadline : Jun 14, 2024

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Employment Status : Full Time

Experience : 1 - 3 Years

Salary : To be defined

Gender : Any

Career Level : Entry Level

Qualification :

Job Description

At least 2 years of experience are required.

Responsibilities:

- **Source and attract** qualified candidates through various channels, including online platforms, social media, and job boards
- Screen resumes and conduct initial phone screenings to identify potential candidates
- Coordinate and schedule interviews with hiring managers
- **Manage the candidate experience** throughout the recruitment process
- Conduct reference and background checks on potential candidates
- **Collaborate** with the People Partners to assist in the negotiation and preparation of job offers
- **Track and analyze recruitment metrics** to assess the effectiveness of sourcing strategies and identify areas for improvement
- Provide regular updates and reports on recruitment activities to the Senior Leadership
- Stay updated on industry trends and best practices in talent acquisition
- Participate in employer branding initiatives to attract top talent

Requirements:

To be considered for the role, here are the skills we are looking for:

- **Bachelor's degree** in Psychology, Human Resources, or a related field.
- At least **1-2 years of work experience** as a **Talent Acquisition Associate** or similar role.
- Experience using applicant tracking systems and other recruitment tools
- You're comfortable with recruitment software.
- **Strong sourcing skills** and the ability to use various platforms and channels to identify key people: you know how to find the right people in a crowd!
- You're a great communicator and a team player.
- You're organised and time-conscious.
- You know **employment laws and regulations** in this field.
- You love recruiting and keeping up with the industry trends!
- Proficiency in both **Portuguese and English languages is required**. It will be a plus if you
- Have worked in healthcare or technology industry before.
- Have experience with diversity and inclusion initiatives.

About the company:

Knok is the answer for a world where everyone has timely access to quality care. Through a Digital Front Door strategy, we connect patients, providers and healthcare professionals in one place.

ISO 27001 certified Recognised as #3 in Deloitte's Technology. Fast 50 2023 Portugal list Proud supplier of the G-cloud 13 Framework. Top 10 Telemedicine Solution Providers in 2021 by Healthcare Tech Outlook.

At Knok, we dare to lead and humanize the digital transformation of healthcare. We envision a world where everyone has timely access to quality healthcare through digital technology, creating a more equal society. We genuinely believe in it and you can recognize it in every person who embraces this mission. We are rapidly growing, delivering augmented telemedicine on 4 continents, and we have barely begun!

Your Recruiter:

Flávia, Senior Talent Acquisition @ Effitalents is your recruiter.
Feel free to contact her for more information!

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
