

Role: Recruiter
Location : Ukraine

What does this role mean: You are a pro in closing open positions within timelines while building a strong business relationship with the stakeholders and the candidates.

You are entrusted with:

- Screening of resumes to determine which candidates meet the minimum requirements from LinkedIn and other portals.
- End to end management of Ukraine hiring and setting up an office for that location.
- Conducting of initial interviews and narrow the number of potential candidates who shall be interviewed by the hiring manager.
- Conducting reference checks by verifying employment information and contacting the professional and personal contacts provided by the candidate.
- Effective communication with the hiring manager and interview team to ensure preparedness during the interview process. Share and exchange information with all levels of management.
- Building and maintaining a network of potential candidates through pro-active market research and on-going relationship management; conducting in-depth interviews of potential candidates keeping the core values of the company in mind, demonstrating the ability to anticipate hiring manager preferences through high offer-to-interview ratios.
- Provide a great candidate experience and act as a candidate advocate.
- Articulate in writing a plan with deliverable, timelines and a formal tracking process.

And you...

- Possess strong ability to screen candidates within the framework of the position specifications and prepare an ideal candidate data within an appropriate and consistent timeline.
- Have high social intelligence and excellent communication skills — You are an executor. Problem solving, teamwork, customer focus, interpersonal skills and communication skills are all second nature for you.
- Have 1 - 3 years' of experience as a Recruiter working with design teams and digital marketing teams.
- Can work independently — You are reliable whilst working virtually and from home. You are a self-starter.

At Lean Apps, we're looking for innovative and creative thinkers seeking to join a team of like-minded achievers who want to revolutionize the world of digital products. If you think you might be the right fit for our team, please apply <https://lnkd.in/f7CyD9N>

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