



Ваш надежный помощник

Hr agent, 40000 грн.

📍 Киев, 🕒 6 мая 2024

Компания: [Medialive LLC](https://jobs.ua/company/id/1635274) (<https://jobs.ua/company/id/1635274>) ([Все вакансии](#))

Рубрики: [HR, управление персоналом](#)

Пожелания к сотруднику

Образование: не имеет значения
Опыт работы: не требуется
График работы: удаленная работа

Описание вакансии

We are hiring!

HR agent (remote)

Who is an HR agent?

An HR agent is a company's personnel agent who searches for appropriate personnel for the company. An HR agent collaborates with the head of the company's HR department and searches personnel for certain positions from abroad.

Responsibilities of an HR agent — step by step:

- Presentation of vacancies and company presentations to candidates.

Agents are given access to the company presentation in advance, using to which they must present a current vacancy.

- Selection of candidates who meet the company's criteria.
- Receiving casting materials from candidates. Sent to agents detailed instructions for filming casting materials, candidates for vacancy must be prepared by casting according to the instructions, which in the future will be approved by the management of Media Live.
- Sending casting materials to the head of the HR department
- If approved for the position, transfer of contact information from an approved employee to the head of the HR department

Agent payment percent:

Agents are paid a fee by the company for each approved candidate. The fee is 100 USD per employee. The fee is paid to the agent after the employee has completed a training period in the company, which lasts from 27 working days.

Contacts:

WhatsApp

casting.medialive@gmail.com

@castingmedialive

Контактная информация

Телефон: +374-93-377-070

Контактное лицо: АчеВарданян