

## **ABOUT DPMMETALS BH**

*We value a diverse and motivated workforce that thrives on seeking responsibility for excellence. DPMetals BH is committed to building a working environment that is secure, fair, and diverse and a culture that fosters leadership and allows every person to contribute and realize their potential. Sound employment practices are crucial to developing a workforce with the necessary skills and qualities to support a successful, ethical, and responsible business. Diversity is celebrated and encouraged. Preference will be given to citizens and individuals from local communities.*

*All new hires will be selected based on culture fit and alignment of values.*

## **Position: Talent Recruiter Specialist**

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### **Main responsibilities**

#### **Strategic Recruitment**

- Work closely with HR Supervisor and hiring managers to define recruitment needs and plan the hiring process; follow hiring goals (e.g. quarterly and annual);
- Track recruitment KPIs, like time to hire, source of hire and time to fill;
- Manage all communication with candidates from the moment they apply until the end of candidate cycle (offer creation or rejection);
- Creation and leading of recruitment campaigns in cooperation with HR Supervisor;
- Interview candidates at various stages of the hiring process;
- Ensure all company recruitment practices are in line with country legislation and ensures ethical recruitment practices
- Follow Recruitment Policy to make assure the candidates are hired according to expectations and budgets.
- Establishing and building relationships with the different stakeholders at community level and educational institutions.
- Establish community-based talent pools

#### **Recruitment Expert Support**

- Serves as a confidante to the management, providing expert advice on recruitment trends, development and organizational structure.
- Train and coach line managers and consulting partners on all aspects of the recruitment process.

#### **Recruitment Reporting**

- Provides (i.e. weekly, monthly, quarterly, annual) TA reports for the relevant stakeholders, supervisors and any other internal clients in order to share and deliver proper HR data, support business needs

#### **Contract and Budget Compliance**

- Ensuring quality hire, by managing external service provider commercial agreements. Ensure adherence to Service Level Agreement.
- Posting job adverts on internal or external media as per sourcing plan.
- Manage recruitment budget, i.e. actively manage recruitment spent as per commercial agreements.

## ABOUT YOU

The most successful candidate will ideally possess the following

- ✓ University Degree.
- ✓ 2+ years of Work experience in same jobs.
- ✓ Experience in **full-cycle recruitment** (from role definition to onboarding).
- ✓ Advantage: **Experience recruiting for Mining and Production industries** (e.g. blue-collar roles, engineers, technicians, supervisors).
- ✓ Knowledge of **recruitment techniques** (interviews, screening, assessments).
- ✓ Experience with **ATS systems**.
- ✓ **Candidate sourcing** skills (LinkedIn Recruiter, job boards, direct outreach).
- ✓ Effective communication skills.
- ✓ Strong organizational and interpersonal skills.
- ✓ Driver's licence.
- ✓ English Proficiency.

## ABOUT OUR PROCESS

*At DPMetals BH, we are committed to hiring individuals who align with the company's values and meet the requirements of the role. As part of the hiring process, there are various checks that can be conducted to establish the suitability of candidates for a role, including police/criminal checks, medical checks, business partner checks, right-to-work checks, occupational assessments, and/or reference checks.*

## HOW TO APPLY?

*To apply for this role, please send a copy of your Resume clearly indicating the name of the role, to [posao@dpmmetals.com](mailto:posao@dpmmetals.com)*

*Please note that only shortlisted candidates will be contacted for further consideration. Once again, thank you for your interest in DPMetals BH. The vacancy is open until we find our best match. We wish you the best of luck in your job search!*