

JOB TITLE: Senior Employment Representative GRADE: 09
RESPONSIBLE TO: Manager as assigned (Local/International Employment)
BASIC FUNCTION: Screens and interview job applicants by performing all duties required in the screening and interviewing of applicants.

PRINCIPAL DUTIES:

Supplies information regarding jobs, vacancies, necessary qualification, and Hospital policy to applicants.

Screens applicants for employment. Conducts initial interviews of candidates and makes a preliminary determination of qualifications and personal qualities.

Refers qualified applicants to Employment Manager or to appropriate department for further interview. Discusses applicants with Employment Manager and department heads to assist with final selection.

Maintains files of qualified job applicants. Reviews files when vacancies arise, contacts potential applicants and makes arrangements for interviews.

Checks applicant references to verify past work history and to determine suitability of personal characteristics and job qualifications. Administers English Language ability & typing tests to applicants and scores tests.

Performs any required coordination with international or local agencies as applicable.

Assists, directs and guides Employment Representatives regarding workloads. Ensures that work is completed in a proper and timely manner.

Follows all Hospital related policies and procedures.

Participates in self and others' education, training and development, as applicable.

Performs other related duties as assigned.

EDUCATION:

Bachelor's degree in Business Administration/ English Language or any related discipline required.

EXPERIENCE & OTHER QUALIFICATIONS:

Three (3) years of related experience required.

SAUDI NATIONALS ONLY.

APPROVED/DATE: 22/04/1427 20/05/2006	PREPARED BY: Al Kheraji Khald Al-Kharaigi	JOB CODE: 500	DEPARTMENT: Employment Services
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