Shell Recruitment

apply@shellrecuitment.co.za

TALENT ACQUISITION & WORKFORCE SOLUTIONS SPECIALIST

Role purpose

Serve as our client's recruitment-delivery engine. Convert employer mandates into high-quality shortlists, successful placements and professional candidate/client experiences across PEA, specialist, graduate, bulk and workforce assignments.

Key responsibilities

- Manage recruitment assignments from client brief to placement.
- Interpret job specifications and create role-specific sourcing strategies.
- Source through direct search/headhunting, LinkedIn, portals, databases, referrals and talent pools.
- Screen CVs, conduct structured interviews and prepare candidate profiles/shortlists.
- Coordinate references, verification processes, interviews, offers and placement administration.
- Build reusable talent pools for recurring and specialist roles.
- Support PEA, graduate, bulk/volume and TEA/TES recruitment delivery.
- Maintain accurate ATS/CRM records, vacancy status and candidate communication.
- Track placement outcomes, guarantees and delivery turnaround times.
- Support CV360/career services where required and work closely with BDMs and Finance/Admin.

Minimum qualifications

- Matric / Grade 12 essential.
- Relevant HR, Industrial Psychology, Recruitment, Business or related qualification preferred.

Experiential requirements

- Minimum 3-5 years' hands-on end-to-end recruitment experience.
- Agency/staffing/TES or high-volume recruitment experience strongly preferred.
- Demonstrable sourcing/headhunting capability for difficult-to-fill roles.
- Experience managing multiple vacancies and client deadlines simultaneously.
- Working knowledge of LinkedIn, job portals, ATS/CRM and structured interviewing.

To apply email your CV to apply@shellrecruitment.co.za using the reference: TAWSS