

# RECRUITMENT COORDINATOR

## YOUR ROLE:

Responsible for managing the end-to-end candidate recruitment process in full compliance with the guidelines of the Sri Lanka Bureau of Foreign Employment (SLBFE), with the following key responsibilities:

- Prepare and publish vacancy advertisements.
- Screen CVs and shortlist candidates in line with defined role requirements and selection criteria.
- Responsible for coordinating and executing social media recruitment activities across relevant platforms.
- Coordinate and facilitate the interview process, including scheduling and candidate communication.
- Collect, maintain, and verify candidate documentation in accordance with regulatory requirements.
- Update and maintain accurate candidate records on the SLBFE system.
- Respond to and assist with candidate inquiries throughout the recruitment lifecycle.
- Maintain proper filing systems in line with audit, compliance, and record-keeping requirements.
- Coordinate closely with SLBFE, including visits, on recruitment-related matters.
- Assist and provide support for recruitment-related marketing activities:

## YOUR PROFILE:

- Passed G.C.E. (A/L). Diploma level related qualification will be an added advantage.
- Minimum two (02) years' experience in a reputed recruitment agency handling overseas manpower, with knowledge of SLBFE guidelines.
- Strong coordination and organizational skills with attention to detail.
- Good communication skills in Sinhala and English (Tamil will be an added advantage).
- Proficient in MS Office and online recruitment systems.
- Ability to multitask, meet deadlines, and work effectively both independently and as part of a team, with a customer-focused approach

## Apply for this job

Upload Your CV

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George Stuart



BELIEVE

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