



2025
RECRUITMENT SPECIALIST,
INDEPENDENT CONTRACTOR
JOB DESCRIPTION

General Information

Vacancy Notice No:	CARRHURE/25/ 1
Job Title:	Recruiter Specialist
Report Line:	Executive Recruiters, Supervisor, and working closely with Associates and Consultants globally
Duty Station:	Remote
Closing Date:	Open until the position is filled

Background

Established in Paris, France, in 2012, CARRHURE is a retained Executive Search firm. Our company has exceptional expertise in the international development area. With headhunting as our core business, we specialize in identifying, evaluating, and attracting leaders in the not-for-profit, non-governmental organization (NGO) sectors, development centers, and private sectors.

Vision

We are committed to making CARRHURE the go-to headhunting service provider for the NGO and not-for-profit sectors. We are determined to make a real difference and help create a better future for everyone.

Our goal is to be the recruitment agency of choice, combining the know-how of our recruitment teams with technological transformation. We aim to use our unrivaled relationships, market knowledge, and understanding of the industry's intricacies that have helped us secure our reputation as one of the world's leading executive search firms.

Mission

We have adopted the motto "In the heart of Business, Business with a heart."

We believe that by combining our deep understanding of the market and our commitment to finding people who are passionate about making real change, we can help NGOs, non-profits, and other organizations working in agriculture, food security, climate change, and other UN Global Goals to find the right people for their teams. We also strive to ensure that our clients receive the utmost support and expertise when making their decisions so they can confidently move forward with a team of dedicated individuals passionate about making a difference. By combining business know-how with empathy and compassion, we believe CARRHURE can make significant changes in the lives of those working in agriculture, food security, climate change, and other UN Global Goals. We are committed to making sure that our work is done with heart.

Recruitment Specialist

The Position

At CARRHURE, our people are our most valuable asset. We are looking for a highly skilled **Recruitment Specialist** to join our team and play a crucial role in identifying and placing the right talent in the right positions. The ideal candidate will have a strong background in recruitment or human resources, with in-depth knowledge of the screening, interviewing, and hiring processes.

We are looking for someone passionate about uncovering untapped talent, driving company growth, and helping individuals build successful careers.

This role is classified as an "*Independent Contractor*" position, reporting directly to and working under the supervision of the Director General.

Additionally, CARRHURE is seeking an experienced, driven, and goal-oriented **Recruitment Specialist** to support our non-profit clients in their talent acquisition efforts. This position is critical to ensuring we identify, evaluate, and recommend top-tier candidates for leadership and specialized roles within the non-profit sector.

The ideal candidate will excel in conducting interviews and possess a sharp ability to assess both technical qualifications and intangible qualities such as leadership potential, maturity, professionalism, and initiative. They will be adept at evaluating both hard and soft skills, identifying strengths, areas to probe further, and ensuring alignment with the highest corporate standards at a C-suite level.

Duties and Responsibilities

The role of the Recruitment Specialist is crucial in the talent acquisition process. Acting as a bridge between job seekers and employers, the specialist meticulously evaluates candidates to find the best fit for available positions. This position demands a keen eye for talent, excellent communication skills, and the ability to make informed decisions that align with company goals. As a pivotal player in shaping the workforce of an organization, the Recruitment Specialist will conduct interviews, assess qualifications, and provide recommendations. The Recruitment Specialist's tasks will include, but are not limited to:

- Interviewing and Candidate Assessment:
 - Conduct initial NGO recruitment interviews to evaluate technical skills, cultural fit, and aspirational alignment.
 - Perform behavioral and psychological profiling interviews, utilizing skills testing as needed.
 - Assess candidates' soft and hard skills, leadership potential, maturity, and behaviors.
 - Detect areas requiring further probe during the evaluation process, ensuring thorough assessments.
 - Prepare detailed candidate evaluation reports, highlighting strengths, leadership potential, and areas for development.
- Job Specifications and Advertisement:
 - Collaborate with department managers and clients to create comprehensive job specifications tailored to each position.
 - Design and post detailed job descriptions across job boards, ensuring they reflect the responsibilities and requirements of non-profit roles.
- Sourcing and Screening:
 - Identify and attract top talent from diverse sourcing platforms, including job boards, professional networks, and referrals.
 - Distribute and review candidate assessments, filtering out unqualified applicants and advancing qualified ones through the hiring process.
- Collaboration and Coordination:
 - Partner with hiring managers and decision-makers to align on candidate profiles and recruitment timelines.
 - Coordinate and schedule interviews with stakeholders, ensuring seamless candidate and client experiences.
 - Provide constructive feedback to unsuccessful candidates, maintaining a positive and professional relationship.

Duties and Responsibilities

- Data Management and Reporting:
 - Maintain accurate and organized records of candidates in Applicant Tracking Systems (ATS) such as Taleo, Greenhouse, BambooHR, or similar platforms.
 - Ensure compliance with labor laws, GDPR, and hiring regulations throughout the recruitment process.
- Market Expertise:
 - Stay up to date with industry trends, job market dynamics, and best practices in recruitment and talent acquisition.

Qualifications

- Education
 - Bachelor's degree in Human Resources, Business Administration, Communications, or a related field.
- Experience
 - 3+ years of experience in recruitment or HR, preferably in non-profit or executive search environments.
 - Previous experience in recruitment or talent acquisition.
 - Proven expertise in conducting behavioral, technical, and cultural-fit interviews.
 - Strong ability to detect both soft and hard skills, leadership potential, and areas for further evaluation.
 - Solid knowledge of Applicant Tracking Systems (ATS) such as Taleo, Greenhouse, iCIMS, Jobvite, or Bullhorn.
 - Professional certification in HR or recruitment is an advantage.
- Skills
 - Top-notch written and verbal communication, interpersonal, and analytical skills.
 - Strong organizational skills and exceptional attention to detail.
 - Ability to handle confidential information with discretion.
 - Strong problem-solving abilities.
 - Familiarity with psychological profiling and advanced interview techniques.
 - Proficiency in Microsoft Office Suite and recruitment tools.
 - Good understanding of labor laws and hiring regulations.
- Characteristics
 - Passion for the non-profit sector or executive search.
 - Proven ability to thrive in fast-paced, high-pressure environments and meet deadlines.
 - Experience working with C-level executives and corporate-level stakeholders.

Qualifications

- Ability to work under pressure and meet deadlines.
- Capacity to work with minimal direction, maintaining focus and organization in dynamic situations.
- Strong interpersonal skills and attention to detail.
- Comfortable conducting interviews both in-person and via video call.
- This position requires full adherence to the firm's values, including high ethics, integrity, and confidentiality (data protection, correspondence between candidates and clients, and access to sensitive information). The selected candidate will be asked to sign off on our policy.

Required Resources

- In-home office setup including Mac or PC Computer (including webcam) with minimum 1.0ghz dual-core processor, 8 GB, and the most recent version of MS Office installed (all programs; Word, Excel, Outlook, PowerPoint).
- A fast and reliable internet connection with a minimum of 5 megabits per second (Mbps).

How to Apply

- Female candidates are strongly encouraged to apply.
- Applicants should send an up-to-date CV and a cover letter illustrating their suitability for the above position against the listed qualifications, competencies, and skills with copies of the highest diploma/degree, training certificates related to the position, and names and email addresses of 3 professional referees to Ms. Auree de Carbon and Ms. Nadia Bulangis by email at: adecarbon@carrhure.com; nbulangis@carrhure.com.
- Please indicate in the 'Subject' of the email the title 'application for the post of 'Recruitment Specialist'.
- Only shortlisted candidates will be contacted for an interview.

Corporate Social Responsibility

- Dedication to creating a fair workplace that is empowering and professionally motivating, which fosters a working environment that respects everyone's ethnicity, gender, sexual orientation, and physical abilities while tailoring our recruitment services to support diversity.
- Supporting talent from organizations that welcome competent people with disabilities and veterans returning from military service.
- Implementing policies and procedures that help maintain work/life balance to aid our employees' ages and stages.
- Implementation of an established, formal policy that outlines the principles of good environmental practice and sustainability in our ongoing business activities, which includes making strides toward becoming a paperless work environment.
- Commitment to minimizing corporate carbon footprint, encouraging telecommuting, carpooling, video conferencing vs. travel, energy efficiency, and pursuing digital marketing opportunities.

Should you encounter technical difficulties in submitting your application, please send an email with a precise description of the issue and/or a screenshot showing the problem to:

CONTACT US



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