

LAUREN

RooCruit

Senior Recruitment Specialist | HR Administrator

South Africa (Open to Remote / Permanent / Freelancing)

PROFESSIONAL SUMMARY

Experienced Recruitment Specialist and HR Administrator with a strong background in end-to-end recruitment across retail, healthcare, market research, and corporate environments. Proven expertise in candidate sourcing, CV screening, stakeholder management, and ATS administration. Adept at working with hiring managers and agencies to deliver efficient, high-quality hiring outcomes while ensuring strict compliance and onboarding excellence.

KEY SKILLS

- Talent Acquisition & Workforce Planning
- CV Review & Shortlisting
- Offer Management & Salary Negotiation
- HR Administration & Documentation
- ATS & Recruitment Systems
- Candidate Sourcing & Screening
- Interview Coordination & Assessment
- Onboarding & Compliance
- Stakeholder Management
- Recruitment Metrics & Reporting

Applicant Tracking Systems: TeamTailor, Workday, iCIMS, Recruitee, BambooHR, Manatal, Bluesky, Acuity.

PROFESSIONAL EXPERIENCE

Market Research Associate | Strategic Recruiter

Feb 2025 – Current

Leading Global Healthcare Insights Firm

- Led targeted recruitment campaigns to engage physicians across multiple specialties.
- Sourced, screened, and onboarded medical professionals for healthcare consulting, market research, and paid survey participation.
- Conducted profile screening and eligibility verification to meet project and compliance criteria.
- Maintained consistent, personalized outreach to build long-term relationships with healthcare providers.
- Collaborated with cross-functional teams to align recruitment strategies with business objectives.
- Utilized data insights to optimize sourcing strategies and improve recruitment quality.

Recruitment Specialist (Contract)

Jul 2024 – Dec 2024

Major South African Retail Group

- Managed full-cycle recruitment across various retail functions.
- Attracted candidates via job postings, social media, networking, and recruitment agencies.
- Reviewed CVs, conducted telephonic screenings, and shortlisted candidates for hiring managers.
- Coordinated and scheduled interviews and conducted assessments for cultural fit.
- Managed job offers, salary negotiations, and final employment terms.
- Supported onboarding processes, including documentation and system setup.
- Tracked recruitment metrics to improve efficiency and time-to-hire.

HR Administrator (Freelance)

Jun 2023 – May 2024

Professional Staffing & Recruitment Agency

- Posted job advertisements across multiple recruitment platforms.
- Sourced, screened, and shortlisted candidates based on specific role requirements.

- Managed end-to-end hiring processes from initial screening through to onboarding.
- Conducted reference checks and verified candidate documentation for compliance.
- Maintained accurate recruitment records and reporting for executive review.

Talent & Recruitment Administrator (Contract)

Jan 2023 – Mar 2023

Global Information Solutions & Credit Bureau

- Sourced passive and active candidates through networking, cold calling, and online research.
- Managed job board postings and handled high-volume applicant responses.
- Screened candidates for availability, salary expectations, and core qualifications.
- Maintained ATS pipelines and candidate databases to ensure data integrity.
- Supported senior recruiters with shortlisting and interview coordination.

Medical Recruiter

Jun 2021 – Dec 2022

International Healthcare Staffing Group

- Supported end-to-end recruitment for specialized healthcare roles.
- Sourced and matched candidates to specific job specifications across multiple platforms.
- Managed candidate documentation, intensive compliance checks, and training records.
- Submitted top-tier candidate shortlists to hiring managers for clinical placement.

HR Consultant

Oct 2018 – May 2021

Private Higher Education Provider

- Managed recruitment advertising, screening, and shortlisting for academic and administrative staff.
- Led daily team operations, oversaw task delegation, and managed performance.
- Conducted quarterly performance reviews and supported overall staff development.
- Approved leave, supported payroll processes, and handled internal HR escalations.

Educational Planner – Sales & Recruitment

May 2015 – Jun 2018

Private Higher Education Provider

- Advised prospective students on academic programs and career pathways.
- Supported enrollment, documentation, and candidate onboarding processes.
- Collaborated with internal departments to enhance student support and meet enrollment targets.

EDUCATION

Higher Certificate in Human Resource Management

Grade 12, Belhar High School | 2009

LANGUAGES

English & Afrikaans (Fluent)