

Talent Scout

Purpose:

We are looking for a dedicated Talent Scout to join our Global HR team in identifying hiring needs and filling job openings. The responsibilities of the Scout include identifying future hiring needs, designing job descriptions, sourcing candidates through databases and social media, conducting interviews, filing paperwork, and keeping abreast of employment law and legislation.

A successful Talent Scout has excellent interpersonal skills, is organized and detail-oriented, remains up to date with employment legislature. As part of this role function you should be able to assess candidates' skills, experience and relevant knowledge and compare them to job requirements.

Duties include, but not limited to:

- Identifying future hiring needs and developing job descriptions and specifications.
- Collaborating with department managers to compile a consistent list of requirements.
- Attracting suitable candidates through databases, online employment forums, social media, etc.
- Conducting interviews and sorting through applicants to fill open positions.
- Assessing applicants' knowledge, skills, and experience to best suit open positions.
- Completing paperwork for new hires.
- Promoting the company's reputation and attractiveness as a good employment opportunity.
- Keeping up-to-date on current employment legislation and regulations and enforcing them within the company.
- Providing recruitment reports to team managers and global stakeholders.

This job description is not intended to be an exhaustive list of responsibilities. The job holder may be required to complete any other reasonable duties in order to achieve business objectives.

Essential Criteria:

- 2-4 years recruiting experience in full life-cycle environment, including management of multiple high-volume roles simultaneously.
- Bachelor's degree – Human Resources preferred and or equivalent experience.

Knowledge, Skills & Abilities:

- The ability to conduct different types of interviews.
- Experience with recruitment processes and databases.
- The ability to design and implement recruiting strategies.
- Excellent communication skills.
- Good interpersonal skills.
- Good decision-making skills.
- A working knowledge of employment law and legislation.



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Physical Demands:

While performing the duties of this job, the employee is:

- Regularly required to talk or hear.
- Required to sit for long periods and reach with hands and arms.
- Occasionally required to stand; walk.
- Occasionally required lifting up to 25 pounds.

How to Apply:

All applications need to be submitted via email to HumanResources@digitalgamingcorp.com

Please ensure you have attached an updated copy of your CV and a motivation letter supporting your application.

- *Note this role is based in Las Vegas, Nevada*