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PayPal Jobs – Latest Job Notification – Free Job For Front Office Coordinator

Hiring organization
PayPal

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

Date posted

March 28, 2024

Valid through

31.12.2024

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Base Salary

USD 15 - USD 27

Qualifications

Graduate, Post Graduate

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Employment Type

Full-time

Description

PayPal Recruitment 2024: Shape the Future of Finance

Do you thrive in a fast-paced environment where innovation meets global impact? Are you passionate about connecting talented individuals with exciting career opportunities?

If so, then a career as a Front Office Coordinator at PayPal might be the perfect fit for you.

PayPal Jobs Near Me

PayPal is a global leader in digital payments, transforming how people and businesses send and receive money online. With a mission to democratize financial services, PayPal empowers billions of customers and businesses to participate in the global economy.

Why Join Us as a Front Office Coordinator?

In this role, you'll play a pivotal role in shaping the future of PayPal by identifying and attracting top talent. You'll become a talent sourcing expert, leveraging innovative strategies to build a robust pipeline of exceptional candidates.

Summary

We're seeking a passionate and results-oriented Front Office Coordinator to join our dynamic team. You'll partner with hiring managers across the organization to understand their specific needs and develop targeted recruitment strategies.

As a Front Office Coordinator at PayPal, you'll:

- Proactively source and identify top talent through various channels, including online platforms, professional networks, and employee referrals.
- Screen resumes and conduct initial candidate interviews to assess qualifications and cultural fit.
- Manage the entire recruitment process, from initial contact to offer negotiation.
- Partner with hiring managers to develop compelling job descriptions and ensure a smooth interview experience for candidates.
- Stay up-to-date on industry trends and best practices in talent acquisition.
- Champion diversity and inclusion initiatives by attracting a diverse pool of qualified candidates.

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Key Responsibilities

- Develop and execute strategic sourcing plans to attract top talent aligned with specific hiring needs.
- Conduct in-depth candidate research and identify individuals with the skills and experience required for success at PayPal.
- Engage with potential candidates through phone calls, emails, and social media to build relationships and generate excitement about opportunities at PayPal.
- Effectively screen resumes and conduct initial phone interviews to assess qualifications and cultural fit.
- Manage the interview process, scheduling interviews, coordinating logistics, and providing timely feedback to hiring managers and candidates.
- Prepare and deliver compelling offer presentations to top candidates.
- Maintain strong relationships with hiring managers, keeping them informed of the recruitment process and candidate pipeline.
- Track and analyze recruitment metrics to identify areas for improvement.
- Stay abreast of industry trends and best practices in talent acquisition, attending conferences and workshops to develop your expertise.

Required Skills and Qualifications

- Bachelor's degree in Human Resources, Business Administration, or a related field (or equivalent experience).
- Minimum 2+ years of experience in recruitment, preferably within a fast-paced technology company.
- Strong understanding of the recruitment lifecycle, from sourcing to offer negotiation.
- Proven ability to identify and attract top talent through various channels.
- Excellent communication, interpersonal, and relationship-building skills.
- Strong organizational and time management skills with the ability to prioritize multiple tasks.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- A passion for technology and the digital payments industry is a plus.

Experience

This role is open to both recent graduates (freshers) and experienced recruiters. We value both fresh perspectives and a proven track record of success in talent acquisition.

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Why Join PayPal?

At PayPal, you'll have the opportunity to:

- Work in a fast-paced, dynamic environment at the forefront of the financial technology industry.
- Make a real impact by shaping the future of PayPal through your talent acquisition efforts.
- Partner with talented hiring managers and collaborate with a supportive team.
- Develop your skills and expertise through ongoing training and development opportunities.
- Enjoy a comprehensive benefits package, including competitive salary, health insurance, paid time off, and more.
- Work in a collaborative and inclusive environment that values diversity of thought and experience.

Application Process

If you're a passionate and results-oriented individual who thrives in a fast-paced environment, we encourage you to apply!

Ready to Join Our Team?

We're excited to hear from talented individuals who are passionate about building exceptional teams. Submit your resume and cover letter today!

Overview

As a Front Office Coordinator at PayPal, you'll play a key role in attracting and retaining the best talent in the industry. You'll have the opportunity to make a real impact on our company's success and work in a collaborative and rewarding environment.

We look forward to hearing from you!

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