

EXTERNAL VACANCY ANNOUNCEMENT



Tirana International Airport SHPK (TIA) is seeking to hire a

Recruitment Specialist

who will report to the **Senior HR Recruiter and Development Specialist** of the company.

Position Purpose:

The Recruitment Specialist is responsible for managing the end-to-end recruitment process, ensuring timely and high-quality hires, supporting onboarding, and contributing to performance management. The role also focuses on talent pipeline development, employer branding, and strategic HR initiatives aligned with TIA's organizational goals.

Main tasks and responsibilities of the position:

(for indicative purposes only. The responsibilities listed below can be subject of change upon recruitment)

Recruitment and Selection

- Manage the end-to-end recruitment process for a variety of roles, including seasonal positions.
- Post job advertisements across relevant platforms and monitor responses.
- Screen resumes, coordinate initial candidate interviews, and provide recommendations.
- Maintain accurate and organized candidate records in the applicant tracking system (ATS).
- Support recruitment marketing initiatives to enhance TIA's employer brand visibility.
- Compile and report on recruitment metrics (e.g., time-to-hire, candidate satisfaction) to the Senior HR Recruiter.
- Update job descriptions, templates, and recruitment materials as needed.
- Schedule interviews and coordinate with candidates and hiring managers.

Onboarding

- Coordinate pre-employment documentation, background checks, and new hire orientations.
- Ensure all onboarding documents are completed, and assist in the creation and distribution of onboarding materials.
- Track new hire progress during their probationary period and provide updates to the Senior HR Recruiter.

Performance

- Work with the Senior Recruitment Specialist to establish performance expectations for new hires during the recruitment process.
 - Assist in monitoring the performance of new employees during their onboarding phase and initial employment period.
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- Collaborate with hiring managers to ensure that performance management processes are aligned with recruitment efforts, including providing necessary feedback to new employees.
- Support the development and execution of performance reviews for new hires in the first few months of employment.

Administrative Support

- Upload employee records for new hires into the system (e.g., BC).
- Collect and verify all required documents from new hires.
- Notify relevant parties when employees complete 3 months or 1 year of employment for probation period evaluations and salary changes.
- Register new employees with the tax authorities and ensure compliance with labor laws.

Collaboration and Communication

- Assist the Senior Recruitment Specialist with recruitment projects and initiatives.
- Build and maintain professional relationships with recruitment agencies, educational institutions, and other external stakeholders.
- Provide counsel to employees on HR policies, procedures, and labor law compliance.
- Collaborate with other departments, including Security, to facilitate HR-related access for service providers.

Requirements of the position:

Education

- Bachelor Degree in Psychology, Business, Law, HR, or Social Sciences.

Work Experience

- Minimum 2–3 years in recruitment, preferably in hospitality, or service industries.

Skills & Abilities

- Fluent in English language.
- Strong knowledge of recruitment processes and HR systems.
- Excellent communication, negotiation, and interpersonal skills.
- Ability to manage multiple priorities and meet deadlines.
- Teamwork oriented with strong collaboration skills.
- Strong analytical skills for recruitment metrics and reporting.
- Professional, credible, and diplomatic approach.
- Proficiency in Microsoft Office Suite

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Application Procedure:

To apply for the above mentioned position the applicants should fulfill the Application Form, which can be found in [Tirana International Airport](http://www.tirana-airport.com) , and submit it via email **to human-resources@tirana-airport.com** with:

- Subject: [Name Surname] – Recruitment Specialist
- Attachments: Application Form + CV (PDF/Word)

Human Resources Department will contact only candidates selected from the documentation screening.