



<b>Job title</b>	Talent Acquisition Department Manager
<b>Reports to</b>	Human Resource Director

#### **Responsibilities**

- Manage end-to-end recruitment process to serve business' direction and strategies
- Execute effective methods and techniques for attracting and sourcing candidates i.e. direct search, recruitment agency, mass recruitment, campus road show, job fair, social media, networking and, etc.
- Support yearly manpower planning and expansion
- Involve in Strategic Recruitment projects i.e. Employee Value
- Proposition, Internship Program, Internal Transfer Policy, Engineer Camp, etc.
- Act as INSEE ambassador to promote branding through recruitment channels and practices

#### **Requirements**

- Master's degree in Human Resources Management, Industrial
- Psychology, Business Administration, or related fields
- 8-10 years experience in Recruitment or Business Partner
- Pleasant personality, service minded, positive attitude with passion in
- Recruitment or People Management
- Strong Communication and Interpersonal skills
- Excellent command of both spoken and written English

<b>Approved by:</b>	JB Hired (on behalf of CEO)
---------------------	-----------------------------