



Job title	Talent Acquisition Division Manager
Reports to	Human Resource Department Manager

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
- 5-8 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

Approved by:	JB Hired (on behalf of CEO)
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