

Job Description for Recruiter

Position:

- Job title : Recruiter
- Location : Hong Kong

Job Description:

1. Utilise your research, referrals and other leads to identify & aligned to our search criteria.
2. Headhunting / Cold Calling - searching and communicating with candidates to understand their motivations and attract them to explore new career ideas and opportunities.
3. Responsible for end-to-end recruitment process in Hong Kong and overseas, from sourcing, screening, arrange and conduct interviews.
4. Develop an effective recruitment channels and manage external supplier for quality services.
5. Qualifying candidates against active searches, preparing candidates for interviews and debriefing them after interviews.
6. To built up the talent database, collect & update HR-related market information and feedback to the reporting manager.
7. Ensure recruitment process is comply with financial requirements.
8. Supporting the search across the region.

Requirements:

- 3-5 years of Human Resources experience including Talent Acquisition / Recruitment.
- University Degree in HR Management Administration or any other relevant fields.
- Excellent in English and Chinese.
- Strong communication skills with creative mindsets, coordination ability.
- Mature, independent and able to work under pressure.
- Understand Hong Kong's relevant employment regulations.
-
-