

Job Detail

Entries Level

Position Title	Talent Acquisitions Specialist- Malaysia
Recruiter Company	Career International FOS Sdn Bhd
Company Name	Company name is private
Activated / Updated	2024-03-06 / 2024-03-07
Job Type	Consulting - Recruitment Consulting Consulting - HR Consulting Consulting - Other
Industry	Other
Location	Asia Malaysia Selangor
Job Description	<p>Objectives of this role</p> <p>Provide input to ensure that teams consist of diverse, qualified individuals</p> <p>Ensure that staffing needs are being met with a long-term strategy in mind</p> <p>Devise and implement sourcing strategies, such as an employer branding initiative, to build pipelines for potential applicants</p> <p>Create and implement end-to-end hiring processes to ensure a positive experience for candidates</p> <p>Form close relationships with hiring managers to ensure clear expectations for candidates and interviewers</p> <p>Responsibilities</p> <p>Coordinate with hiring managers to identify staffing needs and candidate selection criteria</p> <p>Source applicants through online channels, such as LinkedIn and other professional networks</p> <p>Create job descriptions and interview questions that reflect the requirements for each position</p> <p>Compile lists of most-suitable candidates by assessing their CVs, portfolios, and references</p> <p>Organize and attend job fairs and recruitment events to build a strong candidate pipeline</p> <p>Maintain records of all materials used for recruitment, including interview notes and related paperwork, to share with key stakeholders</p> <p>Required skills and qualifications</p> <p>Two or three years of experience in a talent acquisition or similar role</p> <p>Experience in full-cycle recruiting, using various interview techniques and evaluation methods</p> <p>Proficiency with social media, CV databases, and professional networks</p> <p>Experience in using LinkedIn Talent Solutions to proactively source candidates</p> <p>Proficiency in documenting processes and keeping up with industry trends</p> <p>Excellent interpersonal and communication skills</p>
Company Info	(Career International located at Kuala Lumpur) (Client will be revealed once received resume)
Working Hours	8 hours 5 days working in a week
Qualifications	<p>Must have at least 6 months experience as recruiter in BPO</p> <ul style="list-style-type: none"> -English and Japanese Bilingual -Native Jap only -NO WORK-FROM-HOME option provided -Able to commit to shift
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Daily Conversation Level
Salary	MYR - Malaysian Ringgit MYR 118K - MYR 138K
	Social Insurance Commuting/ Transportation Allowance

Salary Description	Education/ Training Relaxation Facilities Employee Stock Purchase System
Holiday Description	Five-Day Workweek Summer Holidays Sick Leave

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