



PR/116016 | Japanese Speaking HR Recruiter / N2+ / up to 40K

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1504292

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 10:44

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Key Responsibilities:

- Assist in the development and implementation of recruitment strategies to meet the staffing needs of the construction investment projects.
- Source and screen candidates through various channels, including job boards, social media, and networking events.
- Conduct initial phone screenings and coordinate interviews with hiring managers.
- Maintain and update the applicant tracking system (ATS) with candidate information and recruitment activities.
- Assist in the preparation of job descriptions and job postings.
- Support the HR team in organizing and attending career fairs and recruitment events.
- Conduct reference checks and background verifications for potential hires.

- Provide a positive candidate experience by maintaining clear communication throughout the recruitment process.
- Assist in onboarding new employees and ensuring they have a smooth transition into the company.
- Collaborate with the HR team on various projects and initiatives to improve recruitment processes.

KNOWLEDGE & EXPERIENCE

- At least 1-3 years of related experience in HR or recruitment function.
- Bachelor's degree in related field
- Strong communication and planning skills to manage your time and to meet deadlines and objectives
- Good command of spoken and written in Japanese, N2 is preferred.
- Good command of spoken and written in English, TOEIC 600 up is preferred.

Company Description