



PR/116180 | HR Recruiter

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1504359

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 10:50

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

Working location: Samutprakarn

Job Description:

- Create and revise job descriptions as needed.
- Identify potential candidates through various online platforms.
- Craft engaging recruitment emails to attract applicants.
- Review incoming resumes and application forms for suitability.
- Conduct interviews via phone, video, and in-person.
- Develop and distribute assessments for numerical, language, and logical reasoning skills.
- Promote job openings effectively.
- Provide the hiring manager with a shortlist of qualified candidates.
- Send job offers via email and address any questions regarding compensation and benefits.
- Attend job fairs to represent the company.
- Serve as a consultant for new hires, assisting with their onboarding process.
- Prepare monthly reports on recruitment activities.
- Maintain and update the employee list and organizational structure.

Qualifications:

- Over five years of experience as an HR Recruiter.
- Bachelor's degree or above.
- Proactive and resilient under pressure, with the ability to work overtime.
- Exceptional organizational abilities.
- Proficient in various sourcing techniques.
- Strong communication skills in English.
- Excellent verbal and written communication capabilities.

#LI-JACTH
#Bangkok
#countrythailand

Company Description