



PR/116303 | Recruiter

## Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1510195

**Industry**

IT Consulting

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

December 11th, 2024 18:23

## 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

**Recruiter**

**Location: Bangkok (BTS accessible)**

**Job Summary:** We are seeking a motivated and experienced Recruiter to join our client team. The Recruiter will be responsible for sourcing, attracting, and hiring top talent for our organization. This role involves full-cycle recruiting, from talent sourcing and attracting candidates to interviewing and hiring great employees.

**Key Responsibilities:**

- Design and implement overall recruiting strategy.
- Develop and update job descriptions and job specifications.
- Perform job and task analysis to document job requirements and objectives.
- Prepare recruitment materials and post jobs to appropriate job boards/newspapers/colleges, etc.
- Source and recruit candidates by using databases, social media, etc.
- Screen candidates' resumes and job applications.
- Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule.
- Assess applicants' relevant knowledge, skills, soft skills, experience, and aptitudes.
- Onboard new employees to become fully integrated.

- Monitor and apply HR recruiting best practices.
- Provide analytical and well-documented recruiting reports to the rest of the team.
- Act as a point of contact and build influential candidate relationships during the selection process.
- Promote the company's reputation as "best place to work."

**Requirements:**

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- BS/MS in Human Resources Management or a related field.
- Proven work experience as a Recruiter (either an in-house recruiter or a staffing agency recruiter) – preferably mixed skills of IT & non-IT recruiter.
- Solid ability to conduct different types of interviews (structured, competency-based, stress, etc.).
- Hands-on experience with various selection processes (video interviewing, phone interviewing, reference check, etc.).
- Familiarity with HR databases, Applicant Tracking Systems (ATS), and Candidate Management Systems (CMS).
- Excellent communication and interpersonal skills.
- Strong decision-making skills

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Company Description