



PR/093481 | Talent Acquisition Specialist

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1512558

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

January 8th, 2025 10:01

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

JAC is partnering with an established Consulting company with presence globally. With business expansion in the region, they are looking for suitable candidates to join them as a Talent Acquisition Specialist to join their headquarter in Singapore.

You will fulfill manpower needs to support business needs by managing the acquisition and administration of the employee's employment lifecycle, from identifying hiring requirements to selection criteria, interviews and installation of new hires.

Role:

- Ensure prompt recruitment of approved headcounts to meet business needs
- Put up job postings at effective platform to source / attract suitable candidates
- Conduct prescreening, arrange interviews, administer recruitment tests, conduct interviews & selection, propose salary recommendations for on-hiring, conduct reference checks

- Conduct exit interviews, document and feedback to internal stakeholders for interventions
- Any assigned tasks and projects

Requirements:

- Degree in HR, Business or related with recruitment experience in a fast pace global firm
- Candidates with prior experience in **Finance Services** industry will be advantageous
- Strong interest in talent acquisition and HR operational activities
- Possess good experience in sourcing and stakeholders management
- Resilient, adaptable, able to multi-task and independent
- Strong communication and people skills, able to interact with people of all levels
- Meticulous and resourceful

If you are interested in this role, please send your profile with expected salary to **kaiwei.lin@jac-recruitment.com** AND **corpsvcs.sg@jac-recruitment.com**

Please note that only shortlisted candidates will be contacted, thank you.

JAC Recruitment Pte. Ltd.
EA Licence Number: 90C3026
Personnel Registration Number: R22105483
Lin Kai Wei

#LI-JACSG

#countrysingapore

Company Description