



PR/094114 | Recruitment Consultant

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1513485

Industry

Other (Recruitment Services)

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

January 21st, 2025 17:00

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

COMPANY OVERVIEW

JAC Recruitment provides specialist permanent recruitment services to local, regional, and global businesses with an exceptional quality of service everywhere we operate. We are committed to building connections between mid-to-senior level professionals and companies seeking their expertise across multiple industries and disciplines.

You can visit us via our website: <https://www.jac-recruitment.vn/>

JOB RESPONSIBILITIES

- Manage 360-degree recruiting roles for our customers (clients and candidates).
- Understand thoroughly the background of the position and the candidate's requirements.
- Conduct business development focusing on target sector companies or roles (existing and new).
- Search for potential candidates and conduct face-to-face interviews with them.
- Understand thoroughly the candidate's past experiences and future career path and plans, suggest the best matching position available and help the candidate to apply for the post, prepare for the clients' interview.
- Manage the progress of both the candidate and the client, assist in negotiation between 2 parties until an agreement is reached, and continue to follow up closely with both client and candidate to settle well.
- Consult client companies in charge regarding the overall HR matters.

JOB REQUIREMENTS

- University graduated.
- Business English or business Japanese level.
- Experience in HR/Recruitment is preferable.
- Take action proactively and speedily & improve individual productivity by your own idea.
- Learn new things without prejudice.
- Work with operational planning skills.
- Share information with colleagues always including “Database Management”.
- Work independently but cooperatively as a professional individual and a team member.

BENEFITS (*)

- Social insurance, Medical insurance, Unemployment insurance, Health care insurance
- 12 days of annual leave per year, adding another 2 days of probation time (*), Vietnam National holidays, and other days off (International Women’s Day, Mid-Autumn festival, Vietnamese Women's Day, Christmas...)
- Quarterly Sales Incentive
- Parking Allowance
- Mobile Allowance
- Birthday Allowance
- Flexible Working Hour
- Monthly / Yearly Awards & Ad hoc campaign Awards
- Team Bonus

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Company Description