



## PR/116810 | Talent Acquisition

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1524294

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

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### 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

Work Place : Pathum Thani

Working Day : Mon-Fri

Job Description:

- Manage end to end recruitment process, candidate hiring process and candidates' pipelines to ensure a positive candidate's experience including counseling the candidate on corporate benefits, salary, and corporate environment, proceeding with the offer documentation, and ensuring smooth onboarding process.
- Partner with the hiring manager to identify staffing needs in different areas and department.
- Plan interview and selection procedures, including initial screening calls, assessments, and interviews.
- Stay abreast of talent market trends and challenges of the external competitive environment, and advise hiring

managers and HR accordingly, and build networks with external industry sources to identify qualified passive candidates. Enthusiastically provide information, as needed, to both internal employees and external candidates, while always representing the department and company in a professional manner.

- Keep records of all materials used for recruitment, including interview notes and related paperwork, to share with key stakeholders.
- Collaborate in an employer branding initiatives/recruitment marketing to represent the company internally and externally at events with a goal of networking and relationship building with potential candidates' communities.
- Engage with Universities, take part in roadshows, give presentations and other firm activities that lead in promoting Chromalloy Thailand Branding and build awareness to universities and students.
- Manage recruitment agencies and partners for respective requisition. M
- Maintain and update recruitment procedure, recruitment status report, HC report, and HC budgeting activities.
- Work closely with manager / hiring manager
- Create monthly and yearly reports to track vacancy movements company – wide
- Take steps to ensure positive candidate experience as requirement
- Develop talent acquisition strategies and hiring plans
- Enable a team of recruiters by managing, mentoring, coaching and developing their performance

#### Qualification:

- Bachelor's degree or master's degree in human resources, HRM / HRD, Psychology, Political Science, Business Administration or any field
- At least 7-10 years working experience in Manufacturing
- Experience in talent acquisition with the multi-national company
- Excellent in English communication (Writing, speaking, listening, and reading) • Proficiency in MS office (Excel, PowerPoint and Word)
- Hands-on experience in succession planning, career development planning, competency development.
- Able to coordinate with other functions.
- High organized, proactive, dynamic energetic and highly self-disciplined.
- Good knowledge of talent management and succession planning methods.
- Excellent decision making and organizational skills.
- Outstanding managerial skills

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#### Company Description