



PR/116016 | Japanese Speaking HR Recruiter / N2+ / up to 40K

募集職種

人材紹介会社

ジェイエイシーリクルートメントタイランド

求人ID

1504292

業種

土木

雇用形態

正社員

勤務地

タイ

給与

経験考慮の上、応相談

更新日

2024年11月19日 10:44

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Key Responsibilities:

- Assist in the development and implementation of recruitment strategies to meet the staffing needs of the construction investment projects.
- Source and screen candidates through various channels, including job boards, social media, and networking events.
- Conduct initial phone screenings and coordinate interviews with hiring managers.
- Maintain and update the applicant tracking system (ATS) with candidate information and recruitment activities.
- Assist in the preparation of job descriptions and job postings.
- Support the HR team in organizing and attending career fairs and recruitment events.
- Conduct reference checks and background verifications for potential hires.

- Provide a positive candidate experience by maintaining clear communication throughout the recruitment process.
- Assist in onboarding new employees and ensuring they have a smooth transition into the company.
- Collaborate with the HR team on various projects and initiatives to improve recruitment processes.

KNOWLEDGE & EXPERIENCE

- At least 1-3 years of related experience in HR or recruitment function.
- Bachelor's degree in related field
- Strong communication and planning skills to manage your time and to meet deadlines and objectives
- Good command of spoken and written in Japanese, N2 is preferred.
- Good command of spoken and written in English, TOEIC 600 up is preferred.

会社説明