



## PR/116180 | HR Recruiter

## 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

1504359

## 業種

その他（メーカー）

## 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 10:50

## 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

Working location: Samutprakarn

## Job Description:

- Create and revise job descriptions as needed.
- Identify potential candidates through various online platforms.
- Craft engaging recruitment emails to attract applicants.
- Review incoming resumes and application forms for suitability.
- Conduct interviews via phone, video, and in-person.
- Develop and distribute assessments for numerical, language, and logical reasoning skills.
- Promote job openings effectively.
- Provide the hiring manager with a shortlist of qualified candidates.
- Send job offers via email and address any questions regarding compensation and benefits.
- Attend job fairs to represent the company.
- Serve as a consultant for new hires, assisting with their onboarding process.
- Prepare monthly reports on recruitment activities.
- Maintain and update the employee list and organizational structure.

Qualifications:

- Over five years of experience as an HR Recruiter.
- Bachelor's degree or above.
- Proactive and resilient under pressure, with the ability to work overtime.
- Exceptional organizational abilities.
- Proficient in various sourcing techniques.
- Strong communication skills in English.
- Excellent verbal and written communication capabilities.

#LI-JACTH  
#Bangkok  
#countrythailand

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会社説明