



## PR/116303 | 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

1510195

#### 業種

ITコンサルティング

#### 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12月11日 18:23

### 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

#### Recruiter

**Location: Bangkok (BTS accessible)**

**Job Summary:** We are seeking a motivated and experienced Recruiter to join our client team. The Recruiter will be responsible for sourcing, attracting, and hiring top talent for our organization. This role involves full-cycle recruiting, from talent sourcing and attracting candidates to interviewing and hiring great employees.

#### Key Responsibilities:

- Design and implement overall recruiting strategy.
- Develop and update job descriptions and job specifications.
- Perform job and task analysis to document job requirements and objectives.
- Prepare recruitment materials and post jobs to appropriate job boards/newspapers/colleges, etc.
- Source and recruit candidates by using databases, social media, etc.
- Screen candidates' resumes and job applications.
- Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule.
- Assess applicants' relevant knowledge, skills, soft skills, experience, and aptitudes.
- Onboard new employees to become fully integrated.

- Monitor and apply HR recruiting best practices.
- Provide analytical and well-documented recruiting reports to the rest of the team.
- Act as a point of contact and build influential candidate relationships during the selection process.
- Promote the company's reputation as "best place to work."

**Requirements:**

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- BS/MS in Human Resources Management or a related field.
- Proven work experience as a Recruiter (either an in-house recruiter or a staffing agency recruiter) – preferably mixed skills of IT & non-IT recruiter.
- Solid ability to conduct different types of interviews (structured, competency-based, stress, etc.).
- Hands-on experience with various selection processes (video interviewing, phone interviewing, reference check, etc.).
- Familiarity with HR databases, Applicant Tracking Systems (ATS), and Candidate Management Systems (CMS).
- Excellent communication and interpersonal skills.
- Strong decision-making skills

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会社説明