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Recruiter / Jobs Consultant Jobs in Johor Bahru

Hiring organization
Agensi Pekerjaan TSM Sdn. Bhd

Employment Type
Full-time

Industry
Recruitment N Employment

Job Location
55a Jalan Harmonium 23/12, 81100, Johor Bahru, Johor, Malaysia

Working Hours
10:00am – 4:00pm (Mon-Fri)

Base Salary
RM 4500 - RM 10000

Date posted
March 13, 2024

Valid through
31.12.2025

Description

As a Job Recruiter, you will play a pivotal role in talent acquisition and contribute to the growth and success of our organization. This position involves managing the end-to-end recruitment process, from sourcing and interviewing candidates to facilitating successful hires. We are seeking a dynamic individual with excellent communication and interpersonal skills, a keen eye for talent, and a passion for connecting the right people with the right opportunities.

Responsibilities

1. **Talent Sourcing:**
   - Utilize various channels, including job boards, social media, and professional networks, to actively source and attract qualified candidates.
   - Build and maintain a talent pipeline for current and future hiring needs.
2. **Candidate Screening and Interviews:**
   - Conduct initial candidate assessments, including resume reviews and phone screenings.
   - Coordinate and conduct in-depth interviews to assess candidates' qualifications, skills, and cultural fit.
3. **Collaboration with Hiring Managers:**
   - Work closely with hiring managers to understand staffing needs and develop effective recruitment strategies.
   - Provide guidance on defining job requirements and candidate profiles.
4. **Job Posting and Advertisement:**
   - Create compelling job descriptions and post openings on relevant platforms.
   - Develop and implement targeted advertising strategies to attract diverse talent.
5. **Candidate Relationship Management:**
   - Cultivate positive relationships with candidates and provide a positive candidate experience throughout the recruitment process.
   - Communicate effectively to keep candidates informed about their status in the hiring process.
6. **Interview Coordination:**
   - Schedule and coordinate interviews between candidates and hiring managers.
   - Ensure a smooth and efficient interview process for all parties involved.
7. **Reference Checks and Background Verification:**
   - Conduct reference checks and assist in coordinating background verifications for selected candidates.
8. **Offer Negotiation and Onboarding:**
   - Facilitate the offer negotiation process and assist in securing candidate acceptance.
   - Collaborate with HR and hiring managers to ensure a seamless

onboarding experience for new hires.

9. **Recruitment Metrics and Reporting:**
    - Track and analyze recruitment metrics to assess the effectiveness of sourcing and hiring strategies.
    - Provide regular reports to management on recruitment activities and outcomes.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Proven experience in recruitment or talent acquisition, with a strong understanding of the end-to-end hiring process.
- Excellent interpersonal and communication skills.
- Ability to assess candidates' skills, experience, and cultural fit effectively.
- Familiarity with applicant tracking systems and recruitment tools.
- Strong organizational skills with the ability to manage multiple tasks simultaneously.
- Knowledge of employment laws and regulations.
- Results-driven with a focus on meeting recruitment goals.

This position offers an exciting opportunity to contribute to the success of our organization by attracting and hiring top talent. If you are passionate about connecting people with meaningful opportunities and have a knack for identifying exceptional candidates, we encourage you to apply and join our team as a key player in our recruitment efforts.

Job Benefits

- Petrol : claimable based on mileage claim rate
- Annual leave : 8 days
- Sick leave : 14 days
- Insurance : Company insurance is provided
- Toll & Parking : Provided by Company
- Monthly Sales Commission
- Company Phone and Data Provided

Contacts

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