



JOB DESCRIPTION

Job Function: HR Talent Acquisition

Job Title: Talent Acquisition Manager, APAC

Roles & Responsibilities:

- Talent Acquisition for APAC countries.
 - Responsible for the end-to-end recruitment process from internal headcount request to onboarding of new hires to ensure the process is complied with company policies.
 - Actively source for suitable candidates via different sourcing methods, networking and media including but not limited to advertising via company's official social media platforms, communicate internally for employee referrals; use external agency/ies from approved list; posting at company's Careers site.
 - Manage inflow of applicants by reviewing resumes, phone screening candidates, shortlist for suitability, arrange interviews and participate in selection process.
 - Maintain an accurate database of diverse talent pools of qualified applicant profiles for records.
 - Manage candidates' expectation not limiting to timelines and process
 - Involve the relevant local HR colleagues closely when working on salary proposals for approvals and moving on the next steps upto presentation of Offers.
 - Assist in presentation of job Offer to candidates, where required and follow through upto formal acceptance and updating the system, where applicable.
 - Work with local/regional HR to establish a policy / process in hiring interns and build relationship with local universities or polytechnics
 - Provide regular reporting on hiring plans; track hiring metrics including time-to-hire, time-to-fill and source of hire; conduct new hire surveys in measuring candidate to hire experience.
 - Support any ad hoc recruitment projects or HR projects in APAC as assigned.

Qualificaton, Skills, Knowledge and Experience:

- Degree / Diploma Human Resources management or related equivalent
- At least 3 years of progressive experience in Human Resources, with a proven experience as a Recruitment Specialist, Recruiter or similar
- Proficient in Microsoft Office Excel, Powerpoint and familiar in using applicant tracking system.
- Well organized with a positive mindset and good communication skills
- Good spoken and written English
- Self-motivated, independent and able to multi-task and follow through tasks to fruition
- Possess strong process orientation, fast in execution and good attention to details.
- Able to work independently and in a team.
- Resourceful and proactive with a strong sense of responsibility.
- Confident and have a cheerful personality

** Please note: This Job Description is subjected to change by the Management or Reporting Manager as deem fit.*