



### **Senior Executive, Recruitment**

Our client is a reputable brandname in the services industry. They are an industry leader in their market segment and are geared for rapid growth. Come and be part of a HR team that has won numerous HR industry awards.

#### **Responsibilities:**

- Report to the Manager, Recruitment
- Be part of a team that drives a proactive, innovative and 'hunter' approach to talent attraction and recruitment
- Support the recruitment team in recruitment drives and job fairs
- Responsible for recruitment analytics and reports – analyse outcome of recruitment program, profile of respondents, etc.
- Work through with the team on optimal ways to reach out to the talent stream
- Enhance and streamline recruitment processes to ensure effective work flow
- Responsible for the direct recruitment of assigned business groups

#### **Prerequisites**

- Degree in Human Resource Management / Business Administration or other related fields
- Min. 2 years of HR experience with passion for recruitment
- Strong with processes and numbers
- Good with data analysis
- Enjoy interfacing with people
- Strong written and verbal communication skills, with ability to relate to staff at all levels
- Proactive, self-starter, hands-on and able to work independently
- Good team player with good service orientation

We will call shortlisted candidates for a detailed discussion.

Please indicate your current remuneration details. All information shared with us will be treated with the highest level of confidentiality.