

JOB TITLE/ Chức danh: TALENT ACQUISITION MANAGER	Division/ Khối:
This Position Reports to <i>Báo cáo cho:</i> CHRO	Positions Reporting to this Position <i>Nhận báo cáo từ:</i>
Summary of Duties/ Tóm tắt nhiệm vụ	
General Scope/ Phạm vi trách nhiệm	
Job Descriptions/ Mô tả công việc ➤ Recruitment: 60% - Closely work with Head of HR to provide professional support and advice on recruitment for Hiring Managers - Maintain up-to-date knowledge of current employment legislation, ensure that any changes will be briefed to Head of HR where appropriate - Provide update on recruitment progress and actively analyse weekly/monthly recruitment results to have suitable planning and solutions. - Ensure all recruitment policies, procedures and techniques are adhered to and recommend improvements - Build quality relationship with internal customers and external recruitment agencies - Minimize cost incurred in a recruitment process - Oversee the recruitment activities including screen application forms, shortlist applicants, conduct interviews and tests - Arrange the interview between potential candidates and Hiring Managers - Manage the end-to-end recruitment process including onboarding (and offboarding) process - Work with other functions of HR team to enhance teamwork efficient and improve the team performance as well as productivity. ➤ Training and other tasks: 40% - Conduct orientation programs and leading the onboard training for new hires - Resolve any specific problems and tailoring training programs as necessary - Build and oversee annual training calendar as well as training budget to ensure providing training needs to employees on time and efficient and continuous productivity improvement - Support Head of HR to choose/communicate with good and proper trainers as well as team members to ensure that all needs are met - Handle visa, work permit, residence card applications for expats - Participate to organize company events led by HR - Create a professional network for the business by establishing connections with HR specialists, educational institutions, and other partners. - Undertake other tasks by Head of HR	
Essential Qualifications/ Trình độ chuyên môn Bachelor or advanced Degree in Business Administration, Human Resource Management	Essential Attributes (Knowledge/skills requirements)/ Những yêu cầu cơ bản (Kiến thức/kỹ năng yêu cầu) Highly skilled in recruitment, negotiation, presentation and training

• At least 5 years of experiences at managerial position in recruitment, preferably with experiences in training and talent management.	• Fluent in English • Good networking, excellent interpersonal and communication skill • Good collaboration and teamwork skills.
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Approval/ Phê duyệt

Accepted by/Chấp nhận

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Date/Ngày:

BENEFIT/ Lương, thưởng, đãi ngộ: Salary: Competitive and negotiable salary based on interview performance and relevant experience	WORK PLACE/ Địa điểm làm việc: HCM city, Vietnam
Level Level: Manager	Industry/ Ngành nghề: Real estate developer
Team size	Language/ Ngôn ngữ: English
Ghi chú cho người giới thiệu (quan trọng)	